National Visitor Use Monitoring Handbook
August 2004
Region 10 Version

National Visitor Use Monitoring Program

USDA Forest Service

Washington D.C.

Web address:http://www.fs.fed.us/recreation/programs/nvum

How to Use this Handbook

This handbook is organized into several major sections. Read it through before going into the field to conduct interviews. Bring it with you so that when things are boring out there because no visitors are around at least you have something to read while passing the time! It can also serve as a quick reference if you get confused. This version of the handbook includes special exceptions and methods that were developed to handle unusual situations in Alaska. These Alaska style methods are contained in Chapter 4.

Chapter 1, the Introduction is geared toward Interviewers and provides the basic information about the National Visitor Use Monitoring program, the idea behind sampling, and the key factors that help Interviewers do a good job.

Chapter 2, explains the technical terms and definitions used throughout the rest of the handbook. Refer to this chapter when you encounter words like “proxy”, “national forest visit”, “general forest areas”, and others.

Chapter 3 explains the work needed in the office before Interviewers go into the field. Read this chapter at least 6 weeks before actually starting the interviews.

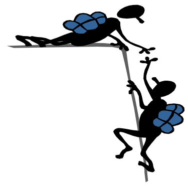
Chapter 4 will walk you through setting up the survey site. It includes how to set up the site for different kinds of field situations and what equipment you will need.

Chapter 5 explains how to conduct fool-proof interviews and explains the questions on the survey forms.

The Appendices include ready to use documents that will make life easier- a Job Hazard Analysis, Law Enforcement Plan, Press Release, letters you can send to permit holders you might need information from, an equipment check list, and other needed forms.

There are two main roles that are needed in the survey process- Managers & Interviewers. Sometimes this role is played by the same person, other times they are separate. Managers are responsible for doing all the work needed before on-site surveys occur. Chapters 1-3 and many of the Appendices are essential reading for Managers. Interviewers are responsible for conducting the field work; Chapters 1, 2, 4, and 5 are required reading.

HAVE A QUESTION? HERE'S WHERE TO GET HELP



Always call your regional coordinator first if you have questions. They have been involved in the program for 5 years and can most likely provide assistance. The regional coordinators are:

CALL THESE PEOPLE FIRST…..

Keith Thurlkill	R1	406.329-3602
Pam DeVore	R2	303.275-5043
Dennis Garcia	R3	505.842-3443
Vicki Lawson	R4	801.625-5205
Frances Enkoji	R5	707.562-8846
Chuck Frayer	R6	503.808-2446
Connie Lee	R8	479.968-2354
Leon LaVigne	R9	414.297-1313
Lynn Humphrey	R10	907.586-8711

IF THEY CAN"T HELP VISIT THE WEB SITE:

For field issues and questions about the survey forms visit the web site Question & Answers section. Many common questions have already been addressed. You might even print this section out and place it in this handbook.

WEB PAGE: http://www.fs.fed.us/recreation/programs/nvum

FINALLY, IF NONE OF THIS WORKS, BUG THESE PEOPLE:

Field related set-up and questions about the interview forms: call Sue Kocis (skocis@fs.fed.us) 707.574-6233

Statistics, the sample design, data entry, making up for missed survey days, turning in your forms, etc., call Don English (denglish@fs.fed.us) at 706.559-4268

Traffic counter questions call Gary Hoshide (ghoshide@fs.fed.us)   406.329-1029

NATIONAL FOREST VISITOR USE MONITORING TASK FORCE:

Ross Arnold	SPRA Planning Staff	rarnold@fs.fed.us	703.605-4487
Don English	Co-Team Leader, Economist	denglish@fs.fed.us	706.559-4268
Gary Hoshide	Missoula Technology Center	ghoshide@fs.fed.us	406.329-1029
Sue Kocis	Co-Team Leader, FS	skocis@fs.fed.us	707.574-6233
Mike Vasievich	Human Dimensions database	mvasievich@fs.fed.us	517.355-7740 extension 116
Larry Warren	WO Staff	lwarren@fs.fed.us	202.205-1227
Stan Zarnoch	Statistician	zarnoch@fs.fed.us	828-259-0515

CHAPTER 1: INTRODUCTION

What's This Program About?

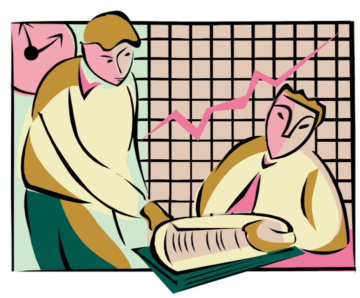
Your Forest has been selected to participate in a nationwide visitor use survey. Both program Managers and field Interviewers play a critical role in the success of this process. Managers are responsible for completing office work, organizing supplies, hiring a workforce, and ensuring quality control. The field Interviewer will be collecting extremely useful information from forest visitors. Being an interviewer takes special skills, persistence, understanding, patience, discipline, confidence, and sometimes even courage. Through study and practice of the information provided here interviewers will perfect these qualities.

The information collected from forest visitors will be used by forest managers to make decisions. It will be used to better understand who our visitors are, why they come to the national forest, how satisfied they are with the facilities and services provided, and how much they spend on their visit. While we gather more 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 forest.

All national forests & grasslands collected information about national forest visitors between 2000 and 2003 using a new statistically sound method. The data have already shown visitors had been incorrectly counted using older methods - In 1996, 850 million forest visitors were reported, and the data show there were actually about 205 million visitors! So you can see the old methods of counting visitors did not paint an accurate picture. That's why scientists, statisticians, and forest employees got together to develop the method you will be taught. This new way of counting is called the National Visitor Use Monitoring program or NVUM for short. It is a well thought out process that more accurately measures visitor use and characteristics. Because the information collected is more accurate, managers will be able to make more confident decisions about managing forest resources.

The data answer questions such as:

- How many visitors come to the national forest?
- How long do they stay?
- What activities do they participate in while they are here?
- Where do our visitors come from?
- How much money do they spend in local communities?
- Are they satisfied with the quality of the facilities and services we provide?
- What facilities need improvement?
- Why did they pick this national forest to visit?



When managers know the answers to these questions they can target their limited resources to improve the items visitors are least satisfied with. They can also identify their forest recreation niche – the role the forest plays in people's pursuit of having fun in the great outdoors. For example, if state and national parks also provide the same type of recreation services and facilities, what makes your national forest unique? By concentrating on improving the things that make the forest unique instead of duplicating services, the public is provided with a higher quality selection of all recreation opportunities. Forest recreation facilities and services can supplement rather than compete with other providers.

THE INTERVIEWER'S ROLE:

Your role as an interviewer is to put the visitors interviewed (called respondents) at ease and get complete and accurate answers to the questions asked. You will learn not to influence how people answer the questions.

Creating the Right Impression

You might be nervous the first few times you talk to forest visitors. Don't worry, with practice, meeting and talking to strangers will soon be easy. By knowing why you are there, learning to avoid the pitfalls, and knowing what to expect you will find that both you and the visitor enjoy the process. People like telling others about their experiences and they will be pleased to know the Forest Service cares enough to hear about them. By practicing the skills we are teaching you, you will be prepared and have the self confidence to do a great job! Your role as an interviewer includes:

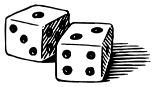
- Learning how to set up the survey location in the field- placement of signs and traffic counters
- Making visitors comfortable with the interview process
- Being tactful and keeping the interview on track
- Presenting yourself well, with a professional appearance, attitude, and dress
- Knowing why the information you collect is important, and letting the visitor know the information is confidential and valuable
- Remaining neutral – don't show personal reactions when visitors answer the questions
- If visitors have trouble answering the questions use the time proven techniques of PAUSE, REPEAT, and PROBE, explained in Chapter 5.

THE MANAGER'S ROLE:

The NVUM forest program manager's role is critical to the success of field data collection. There are many tasks to complete before Interviewer's actually collect information in the field. There tasks include:

- Ordering & organizing supplies
- Hiring and training a workforce or issuing a contract
- Writing and getting Forest Supervisor approval on a job hazard analysis and law enforcement plan
- Writing letters to forest recreation providers such as ski areas and campground managers informing them of information you will need in the upcoming year
- Issuing a press release so the local public knows why employees are in the field doing interviews
- Setting up a communication system and check-in, check-out procedures
- Field checks once interviewers are out collecting data
- Checking forms the interviewers turn in for completeness and accuracy
- Providing the NVUM team quarterly reports
- Mailing completed survey forms to the NVUM team every 2 weeks.
- Finding lost or missing data.

WHAT IS SAMPLING?



How do several hundred interviews on your forest give a true statistical picture for millions of visitors? You are probably familiar with Gallup Polls and other sampling. Think of a few examples of when you might have already participated in sampling. Have you been called on the phone to tell about programs you watch on TV? Have you tasted a spoonful of soup to determine if the pot needs more spices? Have you tried a new restaurant to see if you might want to eat there again? In the Forest Service sampling is used for most resource data collection. Foresters do it by taking a few tree measurements on carefully selected plots to estimate total wood volume and species in a larger forest area. Range managers do it by throwing a hoop and recording the types and quantity of grasses within that hoop to estimate the quantity and type of forage for a whole pasture. Can you think of more examples?

Many years of experience plus using some well established principles of statistics and science went into the NVUM design. Each sample day was carefully selected from a well thought out design well before you were hired for the job. All the information has been carefully balanced to ensure that when the data are collected as assigned it paints an accurate picture of the whole forest. That's why the days and places you are assigned on the sample calendar ***CANNOT BE SUBSTITUTED***.

<u>Bias</u>

Bias is anything that influences the answers you get from the person being interviewed. Interviewers can unintentionally introduce bias into the respondent's answers. Sometimes body language, voice inflection, and attitude can introduce bias. If you ask the questions on the survey form exactly as written and stay neutral while visitors give their answers you will collect more accurate data.

Keep your opinions to yourself, even if asked. If the visitor gets off track and asks your opinion or advice say something like "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."

Example: When you ask the visitor about which activities they participated in during their visit you might influence their answer by saying something like "are those the ONLY activities you did?". The visitor might take that to mean you think they are lazy and add more activities to the list. To avoid this BIAS, flash cards are provided that contain the identical list of activities in the same order for everybody. By just handing the visitor the flash card, then asking "Which of the activities on this list did you participate in during your visit?", and letting the visitor have time to read through the list you remain neutral and get a more accurate answer. Avoid commenting on their answers.

<u>Interviewer Selection Bias</u>

When there is more than one person in a car or group you are to interview only ONE of these people. To avoid Interviewer selection bias, you are instructed to ask "Which one of you had the most recent birthday and is at least 16 years of age?" This random selection tool helps you avoid picking the same type of person to interview all the time, and gives more accurate overall results in the study.

Example: During roadside surveys it's almost instinctive for the Interviewer to approach 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 you only interview 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.

<u>Other Sources of Data Error</u>

Once the Interviewer begins collecting data in the field, they are responsible for ensuring its accuracy. Several items of particular importance include getting accurate answers to the questions on the survey, marking and recoding the answers clearly and using the traffic counters and hand tally counter correctly.

CHAPTER 2: SECRET CODES & TECHNICAL TERMS TO KNOW

The NVUM program uses acronyms, codes and definitions that Interviewers need to know to follow interview form instructions. Sometimes you might feel like you are on a secret mission with the unique technical terms and codes used. Use this chapter to decipher funny words like “site visit”, “DUDS”, “proxy”, and “ST1”.

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 contiguous, 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 (ski area on National Forest System lands) during the day, but spends the night in a hotel located in the town of Telluride, 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 contiguous.

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

Site Visits

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, had two site visits during their one national forest visit, because they went to two sites: ski area and lodge.

Trip

A trip is from the time a visitor left their home until they return. 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 your forest.

Site Types

Every recreation site or area on the forest is divided into one of five site types. In addition there are developed and undeveloped sites on the forest that may require a different way of sampling or different questions asked on the interview form. The survey calendar will show which type of site the assigned sample day is. Interviewers need to make sure they use the correct questions on the interview form for each type of site by consulting the calendar. These will be coded on the sample calendar and on the interview forms. The site types and codes are:

Day Use Developed Sites (DUDS) - include sites such as picnic sites, some fishing sites, interpretive 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, and other transfer points into the General Forest area. Sites included must meet the INFRA definition development scale for 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) - sites include campgrounds, rented overnight fire lookouts and cabins, resorts, lodges, hotels, horse camps and any other overnight developed sites on NFS lands whether managed by the Forest Service or private business (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 you might consider developed overnight sites in infra that are NOT counted in this stratum as OUDS include recreation residences, organizational camps, lesser developed hunting camps, facilities on private land within the NFS boundary, and recreation special events.

Wilderness (W) - included in this stratum are areas in the NFS that are part of the designated National Wilderness Preservation system. Generally, use is sampled at Wilderness trailheads or roads leading to the trailheads.

General Forest Areas (GFA) - includes all other dispersed recreation use other than Wilderness (hiking, fishing, water sports, etc.). Imagine a large net stretched across all your forest exit points including rivers, lakes, trailheads, and roads. At these exit points, interviewers wait at predetermined times for visitors to exit across these points. The results are multiplied by the total number of exit points on the forest. There is not a one-to-one correspondence between INFRA GFA and NVUM GFA. Your entire forest is treated as one large general forest area. Recreation residence use is counted as part of GFA use.

View Corridors (VC) –measures the number of visitors that only pass through the forest to view the scenery while traveling on corridors such as state, interstate, or county highways, or some high speed FS roads. They do not actually recreate ON the forest. To count as a View Corridor the travelway must have been identified in the forest pre-work.

Stratum or Use Level

During preparation for the NVUM program, forests categorized each day a site or area was open for visitor use as having either very high, high, medium, or low exiting recreation use. This stratification helps reduce the variability in the sample (for example all low days are in one group therefore their use measured on any low day is closer to the mean than if very high use days were also included in the stratum). This provides a much tighter confidence level and thus a more accurate use number.

Proxy

Proxy sites are those sites where a direct count of something (fee envelope, ski ticket sale, room rental receipt, etc.) is taken that represents recreation visitation to a Forest Service site or area by an individual, a group, or a vehicle on National Forest Service System lands. All visitors to the site or area must be required to purchase or fill out the proxy data. Examples include mandatory Wilderness permits, campground fee envelopes, concessionaire daily counts of sites occupied, ski lift ticket sales, etc. Table 1 shows the different proxy codes and what they mean.

When proxy data is available you do not need to set up a 24-hour traffic counter. Your sample calendar will clearly identify which sites or areas are proxy. DO NOT JUDGE THIS FOR YOURSELF. Proxy sites have already been identified. You will be provided with forms that list ALL your proxy sites on your Forest identified in your prework spreadsheet.

Nonproxy

When proxy information is not available the site is called “nonproxy”. Basically, a traffic counter is used to collect information at these sites for a full 24 hours on the assigned sample day, instead of relying on proxy information.

Table 1. Proxy Codes and Definitions.

Proxy Code	Definition	What to report
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
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
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
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
PTC 1	Permanent Traffic Counters that count people, must be one-way traffic, use in any stratum	Number of people counted (one-way)
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)
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
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
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
SUP4	Special Use Permit issued per site, use for OUDS cabins, resorts where one permit is issued per group of 14 or fewer people per visit not for entire season; also FS cabins rented under G-T permits. For larger groups use FR5	Number of permits issued
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 vehicles charged not per person	Number of tolls collected 1 toll = 1 vehicle

CHAPTER 3: MANAGING & PREPARING FOR THE NVUM PROGRAM

The forest NVUM program manager is critical to the success of field data collection. There are many tasks to complete. Table 2 summarizes these tasks and the remainder of this chapter gives specific information. Preparation is the key to a successful year.

Table 2. Managing the NVUM Program

1	Attend national training
2	Review survey calendar
3	Hire workforce - Contract or Force Account Work
4	Train interviewers
5	Prepare Job Hazard Analysis and Law Enforcement Plan
6	Prepare and issue press release
7	Obtain permission from any resort owners, special use permit holders, and others to survey at the designated sites and inform them of proxy information needed
8	Gather all tools, equipment, and forms and distribute as needed
9	Complete survey site pre-inspection to identify safe interview locations
10	Complete Quarterly reports – make sure to inform forest SUP coordinator you will need this Recreation Special Event and Organization camp use information ahead of time.
11	Quality Control of data collection
12	Extra survey questions processed on forest

1. Training Tools

National NVUM training is provided for every forest the summer prior to starting surveys. Each forest should send at least 3 people, one being the Forest Coordinator and the others people who will actually conduct the NVUM interviews.

Other training tools provided include this handbook, an interviewer training video, a safety video, a help line, and the web site. These tools are required review for anyone actually conducting the surveys. Conducting the surveys is not an easy task. It takes skill and practice to become proficient. No one should conduct interviews for your forest without proper training.

2. Review of the Survey Calendar

Forests receive a one year schedule of sites/areas to survey for specific dates and times. This schedule comes from a random draw of sites/areas listed on the forest pre-work spreadsheet. The Forest Coordinator must review this calendar and make sure all the sites/areas listed exist as shown. It's not uncommon for a forest to get their survey calendar and discover they are surveying a site in December that is not open. This happened because the site was shown as open in the pre-work. Both the pre-work and the calendar will need to be changed. They can ONLY be changed before October when the surveys begin.

At this point in the planning process, the calendar will help managers identify the work force needed. Additional details on how to use the survey calendar are in Chapter 4.

3. Hire a Workforce - Contract or Force Account?

After reviewing the survey calendar program managers will have a better idea of the work force needed to accomplish the program. If they decide to contract out the work, they should obtain sample contracts or memorandums of understanding done by other forests from the regional coordinator. If the forest manager decides to go Force Account, having forest employees conduct the interviews, then the employees must be identified and trained. Many forests use a combination of contract and force account. It is difficult to award a contract the summer prior to data collection due to budget constraints and there are usually only a few survey days between October and March. Interviewer job descriptions and classifications are included in Appendix A.

4. Train the Interviewers

Whether using a contract, Memorandum of Understanding (MOU), or forest service employees, all Interviewers must be trained BEFORE conducting their first surveys. Forests using contracts or MOU often have the contractors attend the national training, and then require the contractors to train their own Interviewers. It is still essential that the Forest manager be responsible for ensuring the surveys are conducted as required. Make sure to conduct inspections or “secret shopper” checks to ensure quality control.

If using forest service employees to conduct interviews, the Forest should have a minimum of six people trained. Multiple employees are needed because there may need to be two different sies sampled on the same day and traffic counters need to be picked up and moved to other locations. Also, if your Forest has safety concerns about leaving only one person at a survey site, you will need two people per sample day.

Good interviewers are the key to successful and accurate information collection. They are the ones that actually ask visitors the questions and collect the site information. This information must follow the national protocol and be as accurate as possible. Good interviewers have certain characteristics:

- They LIKE talking to visitors
- They are prepared and excited about the project
- They are not afraid to ask questions about the survey protocol, site set-up or survey forms if they are unsure
- They do not “wing it”
- They are creative in approaching people or getting visitors to pull of the road and talk
- They are able to “hand-tally” exiting traffic at the same time they are talking to visitors
- They are not intimidated by technology like traffic counters
- They are safety conscious

5a. Job Hazard Analysis

A standard job hazard analysis is included (Appendix B). Each Forest should tailor the analysis to meet their needs. Forests must ensure that the interviewers are briefed on job hazards during their training. At a minimum include the following:

- ❑ Check out/check in procedures
- ❑ What to do in case of an emergency
- ❑ Alert them to any special situations
- ❑ Communication network and how to access
- ❑ Safety supplies required

5b. Law Enforcement Plan

Forest Service personnel are not authorized to do a roadblock unless they have a plan signed by the Forest Supervisor. Each Forest handles this somewhat differently. Check with your Law Enforcement Coordinator BEFORE you begin the survey process. A standard Law Enforcement Plan is included (Appendix C). Change this plan to fit your Forest needs. Remember, you are not actually doing a full roadblock, only asking vehicles to voluntarily participate in a short survey by pulling off the main road for 5-7 minutes. All other traffic can continue.

Have your Forest Law Enforcement Coordinator review the Law Enforcement Plan, and have the Forest Supervisor sign it.

6. Issue press releases

Prior to starting interviews in October, the forest program manager should issue a press release in local papers informing the public about the surveys. This will increase the chances that locals will stop for interviews. Information about the survey should also be shared with forest employees so they understand the purpose of the survey. A standard press release is included in Appendix D.

7. Obtain cooperation of permit holders and other public entities

In some cases you will be surveying at sites under permit or on non-forest service managed roads. There is a form letter you can modify and send to your forest concession and special use permittees to make them aware of your need for their data by specific dates. Let them know exactly what information is needed and in what form. Also take the opportunity to inform them of any on-site surveys that may occur in their area by attaching a survey calendar and highlighting days you will be in their area. The letter is in Appendix E.

The forest may need to set up roadside survey sites on non-forest service roads. Permission from the road manager (county, state, federal, or private) must be obtained prior to the interview day. A standard permission letter is included in Appendix F.

8. Equipment Needed

Gather all the materials and supplies needed to conduct the surveys and keep them in an area where they will not be disturbed by others. Listed below are items the NVUM team sent to your forest. A check list which includes items you will need to gather on the forest is included in Appendix G. This makes it easy and quick to get going on survey days. If using forest service employees a green fleet vehicle really helps the visitor understand that the interview is official. If using a contractor ensure they have some type of identification that ensures visitors understand this survey is “official” business.

Each Forest was sent an interview kit and other supplies including:

- ❑ Briefcase - including hand tally counter, pencils, erasers, pencil sharpener, clip-board, safety vest, and training videos
- ❑ Interview data forms
- ❑ Calendar of site days to sample
- ❑ Training video
- ❑ National Forest Recreation Use Monitoring Training Manual
- ❑ 7 sets of roadside survey signs
- ❑ 7 traffic counters and extra supplies for the counter such as hoses and magnets

9. Check out Survey locations ahead of time!

Visit your sites ahead of time. This is especially important if you are contracting the survey work. Employees and contractors need to know exactly where they can safely set up their surveys. Look for a safe pull-off and mark the location on your Forest map and on the ground. The Prescott National Forest in Region 3 developed a very useful pre-survey inspection form you may find useful (see Appendix H).

10. Quarterly reports

Four times during the survey year, the forest will be required to submit two different reports. One is the Recreation Special Event and Organization Camp use report to the NVUM team. Since recreation events cannot usually be predicted a year ahead it was not possible to factor these events into the survey calendar. Instead, the forest will report the total number of participants at both recreation special events and at organization camps on this report. Use the blank form in Appendix I to submit this report.

The other quarterly report is the Proxy report. This report was sent to the forest electronically and lists every site or area that was shown as having proxy data.

ALASKA: In R10 Outfitter Guide client counts are permitted to be used as proxy for Wilderness and General Forest Areas (GFA). The forest will have to separate out which client trips occurred in each area and then report the total on the proxy report. This information has proven to be difficult and time consuming to obtain, so start working on it ahead of time.

Gathering information for the quarterly reports must be planned well ahead of time. Sometimes, once a forest begins looking for the data they find they did not have the type of data available that they thought. This situation needs to be dealt with quickly by calling the project coordinator. Sometimes the information is not available quarterly (ski areas for example) and can then be turned in when it is available. It is essential that proxy numbers reported by the forest match the proxy code. Do not do any converting of numbers. For example, the Daily Use Record (DUR4) is the total number of campsites occupied in a quarter. Do not convert the number to number of people. The NVUM team takes care of the conversion through a magical statistical process.

11. Quality Control

Whether using a contract or forest service employees quality control of the data collection is very important. Managers should make field inspections or use “secret shopper” checks to ensure that interviewers are following the correct procedures. The national NVUM team conducts “secret shopper” checks randomly across the country throughout the year. Trained volunteers get interviewed and report back to the national team. This quality control check has greatly helped improve the training tools and field procedures because we learned what can go wrong in the field. The national secret shopper program does not relieve the forest from conducting more frequent quality control checks. Contracts must always be inspected. For more information about the “secret shopper” program visit the web site.

12. Process “extra” survey questions on forest

In some cases, the NVUM team has allowed forests to develop a short list of additional survey questions specific to their forest needs. These “extra” questions will not be data processed by the NVUM team. The forest or a University will process the forms, then send the data summary to the NVUM team.

Project Due Dates

There are several due dates to observe. Five years of experience have shown that when forests fall behind in meeting due dates and reports the information gets lost or more difficult to obtain. Keep current. The Forest Program Manager monitors how well interviewers are filling out the forms and asking the questions. If errors are not caught early in the process information can be lost forever.

Item Due	Due Date
Daily Summary Forms (make a copy for backup before you mail) & completed interview forms	EVERY 2 weeks
Proxy Reports	Every quarter: Jan 31, April 30, July 31, Oct 30
Recreation Special Events/Organization Camp Use Report	Every quarter: Jan 31, April 30, July 31, Oct 30

Mail Daily Summary Forms & Interview forms to:

Don English

Southern Research Station

320 Green Street

Athens, GA 30602-2044

E-mail or hard copy mail quarterly reports to:

Sue Kocis (skocis@fs.fed.us)

Mad River Ranger District

Star Route Box 300

Bridgeville, CA 95526

CHAPTER 4: FIELD PROCEDURES

Introduction

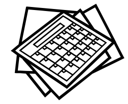
Now begins the heart of the data collection process. This chapter explains how to set up the field survey location including use of the signs, traffic cones, and traffic counters. As an Interviewer you must become very familiar with the reasoning behind the survey site setup. Although the training video shows the basic procedures, once you arrive at the survey site you will find many less than ideal conditions. By understanding what information you are trying to obtain the basic concepts can be adjusted to meet a variety of field conditions. Figure 1 in this chapter illustrates a typical survey site setup. Appendix J has illustrations of how to handle more complex survey site locations.

There are three basic elements to the typical survey day; the 24-hour traffic count, the 6-hour hand-tally count, and the interview. The basic concept on each survey day is to obtain a 24-hour count of the traffic flowing through the area and during that 24-hour period, conduct 6 hours of on-site interviews. The traffic counter counts everyone passing through and the interviewers are used to describe the type of traffic. Since the traffic counter counts traffic in both directions (in most cases), you will also be using a hand-tally counter to count EXITING traffic. This information is then used to determine the in/out ratio for the traffic counter. Used together with the descriptive information about the traffic you get from the interviews, we can then determine the total amount of recreation traffic in the survey area for that day.

There are two exceptions to the above procedure.

- If you are surveying on a PROXY day, you will not need to use the traffic counter or hand-tally counter, just conduct interviews.
- On specially designated GFA Low survey days (identified on your calendar) you do the opposite – set up the traffic counter for 24 hours but do not need to conduct interviews.

Using the Survey Schedule Calendar



Reading the Calendar Information

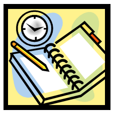
As an Interviewer one of the first things you need to learn is how to use the sample calendar.   The calendar lists the site or area name, a site identification number, a date, AM or PM (if non-proxy), a code for site type, and a proxy code if a proxy site. You must understand exactly which kind of survey (Overnight, Day Use Developed, Wilderness, General Forest, or View Corridor) is to be conducted on a given day. For example, General Forest Area survey days use the right hand column on the first page of the interview form, while Overnight, Day Use and Wilderness sites use the left hand column. View Corridor days use a completely different form.   If the survey day is a proxy site you will have to ask an additional question on page 3 of the interview form. The calendar contains lots of information as shown below:

Example of Survey Calendar Information:

Mo	D	YR	site name	site #	Proxy
10	6	04	W-35 Woodchuck Trail #102	91	MA2

stratum	site type	interview time
M	W	AM

The survey day is October 6 at Woodchuck trailhead. On the interview form enter 91 as site number.   There is a proxy, MA2 (mandatory permit per party) at this site.   The stratum is M for medium use day, the site type is W for Wilderness, and the interview time assigned is from 0800 to 1400. The Interviewer must ask the MA2 proxy question on page 3 of the interview form. They do not have to set up a traffic counter because it is a proxy site.



Assigned Interview hours

You are conducting **EXIT** interviews. Interviews must be conducted for a contiguous period of six hours during the survey day, **EVEN** if no one shows up. You are always welcome to do more than 6 hours of interview time. At nonproxy sites you are assigned either an AM or PM shift. "AM" means from 0800 to 1400 and "PM" means from 1400 to 2000. This insures a random sample over the entire Forest at all hours of the recreation day. 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 at night. For example, change the PM shift (2-8) to 1100 to 1700 or the AM shift (8-2) to 1000 to 1600.
- At proxy sites you should pick the interview time according to when most people will be leaving the site for the last time. AM or PM will not appear on the sample calendar for proxy sites for this reason.

Using the Backup Calendar

The backup calendar is a list of survey sites and dates that may ONLY be used in specific cases on your Forest. *The Forest program manager should make the decision on when and if to use it*. To use the backup calendar first identify the site type missed (Day Use, Overnight Use, Wilderness or GFA) and the stratum type missed (High, Medium, or Low). Then looking down the backup calendar, find the first day that matches both the site type and stratum. The substitute day may actually occur on another district than the missed day. You cannot "shop" for a makeup day on the missed District or missed site. The three instances when the backup calendar can be used are:

1. For Recreation Special Events- if a recreation special event is planned to occur at or near your sample site AND it will bring the site into a different use range (say High from Low) then you should pick a backup day from the sample calendar and not sample during the special event.
2. For Strategic Purposes- You are planning survey work and find double sample days back to back for a week and cannot possibly get all the equipment and interviewers to all the locations. Use the backup calendar to alleviate the burden. Do not do this unless all other options have been exhausted.
3. Sick Interviewer- At the last minute your interviewer is sick and there is no one else trained and available that day. Use the backup calendar.

You CANNOT use the backup calendar for any of the following reasons:

Bad weather- bad weather over the course of a year is not unusual. Go to the interview site and see if anyone is there or just take a "0" use day and fill in the daily summary form as if you had gone to the site. Substitute days are not allowed because the unsampled days are not adjusted for bad weather so this bad weather day is a legitimate sample of all recreation days.

Fire closes the Forest- again, this is a random event and unsampled days are not adjusted so days closed due to fire are the same as bad weather days. Fill out the daily summary form and write in that the forest was closed due to fire.

No snow, low snow year- a ski or snow park area usually gets snow by the sample day but this year it did not. Again, no substitutes allowed. It would be good to go out to the site and see if anyone is recreating anyway.

One district has too many sample sites and the other has too few- the study was not designed to produce district estimates, only forest estimates. You must stick with the assigned survey calendar.

The site is closed and forest thought it would be open- this is just the luck of the draw. Take a zero use day.

Basic Survey Site Setup

The forest program manager was sent several pieces of equipment the Interviewer will need to begin survey site setup. They were sent traffic counters, hand tally counters and road signs. Take this equipment with you into the field. Once you arrive there, you will be the best judge where to safely locate the survey sites. The types of sites at which interviews are conducted include trailheads, parking lots, and roads.

Table 3 outlines the basic steps of setting up the survey site. **Trailhead** survey sites are used primarily to sample Wilderness users but may also include non-Wilderness trailheads along the Forest boundary.

Parking lot survey sites are used at ski areas, visitor centers, and other large areas where people congregate.

Roadside survey sites are used for general forest areas and some campgrounds and trails. Here, the visitor's vehicle is pulled off the road onto an identified area. This is potentially the most dangerous type of survey if not set up correctly. Please review ALL the information provided in this handbook before setting up roadside survey sites.

Cabins in Alaska: Due to the remoteness of Alaska cabins, telephone interviews are allowed in lieu of on-site interviews. When a cabin is listed on the sample calendar use the following procedure. First obtain a list of all the cabins that were listed in the pre-work for that site type (either Wilderness or Overnight

Developed Sites). Using the cabin that appears on the sample calendar as the start point, write down the names of at least 5 of the cabins. Next, obtain from the reservation system or forest special use permit issuing office the names of the people who occupied the cabins on the survey day. Call these these people and conduct interviews over the phone as if you were interviewing them on the assigned interview day.

Table 3. NVUM Field Procedures

1.	On survey day- check-out with supervisor, bring all needed equipment, go to survey site
2.	Set up signs and cones
3.	Set up traffic counter, record begin count
4.	Conduct Interviews for 6 hours
5.	Record 6 hour traffic count and hand tally count on Daily Summary Form
6.	Remove signs and cones
7.	Return to office and check in with supervisor
8.	Return to site 24 hours later and record end 24 hour count on Daily Summary Form
9.	Check all individual interview forms and Daily Summary form for completeness
10.	Make copies of Daily Summary Form

Handling Recreation Site Complexes:

Many times recreation sites occur in a complex, or multiple types of sites using the same road or area. A campground with a day use picnic area within it is one example. In these situations it is EXTREMELY IMPORTANT that the interviewer understand which SITE TYPE is being surveyed that day. In the example cited, if it is a DUDS survey day, then anyone exiting the road who used the campground but DID NOT use the day use site, would be considered “some other reason” on Q3 of the interview form.

Trailhead Setup

When collecting information at trailheads the traffic counter is usually setup along the trail. The infrared traffic counter usually works best here. The counter should be set up no closer than 200 feet from the trailhead (so as not to count people going back/forth to their cars for forgotten gear) and at a point where people and horses are going single file. Place the "Survey Site Please Stop” sign at a point away from the traffic counter but before the parking lot. Conduct the interviews as people exit the trail, or approach them at their car while they are getting ready to leave.

In areas where there are multiple trails leaving from the same parking lots there are 3 ways to handle the situation.

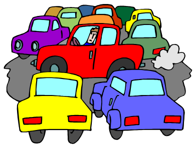
One, you can use multiple trail counters and put them on each trail, then add up the totals.

Two, you can do a parking lot interview instead, using the counter as explained under the next section.

Three, you can randomly select just one of the trails (don’t’ just pick your favorite one or the busiest one) and just do that trail. Then multiply your results on the traffic counter and hand tally counter by the number of trails before recording the numbers on the Daily Summary Form. Attach a note to the form explaining what you did.

TIP: Installing traffic counters in treeless environments or very steep trails takes creativity and skill. Grasslands have used large PVC pipe that looks like a claim marker and installed the counter inside the pipe. Then it’s a simple matter of picking up the whole pipe and moving it to the next site.

CAUTION: Several interviewers have found that some horses are spooked by the large orange signs. If you feel this will be the case, purchase a brown and white sign for these trailhead interviews.



Parking Lot Setup

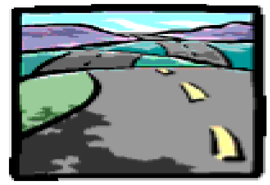
Parking lots at ski areas, visitor centers, interpretive sites, and other large areas where people congregate are great places to interview people. Since they aren't already driving away they are pretty open to answering a few questions. Sometimes the parking lot is a much safer place to interview people 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. For parking lot survey days place the "Survey Site Please Stop" sign at a point most people can see it as they walk towards their vehicle. Use a grid pattern to choose people for interviews as they return to their vehicles. Avoid any bias when selecting people to interview (see Chapter 5).

Placing traffic counters in parking lots can be tricky. Sometimes there is no distinct exit road; instead there is just a wide pullout. In these situations it's possible to use traffic cones to create a specific traffic movement on the survey day. Place the orange cones to create just one entrance/ exit point, and then place the traffic counter across the exit.

CAUTION: Another factor to consider is that pneumatic traffic counters do not accurately count traffic moving under 10 miles an hour unless you take special precautions. The hose going to the counter must be shortened using a C-clamp. See the video and traffic counter slideshow for specific details.

TIP: In large parking areas such as a visitor center you will need two people. One person will conduct interviews while the other person uses the hand tally counter to count vehicles exiting over the traffic counter. One person can't do both.

TIP: At more popular parking areas, visitors often see the interviewer as a source of forest information. They will approach you with all kinds of questions, distracting you from the job at hand. Get an interview from them first, and then answer their questions. If the forest program manager thinks this might be a common problem at a specific site, they should send and additional person on the survey day just to assist with answering visitor information questions.



Roadside Setup

Setting up the survey location is not always as easy as it looked in the training video. 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 J shows several types of road setups that might help solve more "common" unusual situation.

Safety First

Safety of employees while conducting on-site recreation interviews is our number one priority.

Employees must wear the orange safety vest included in the interviewer kit at all times while conducting roadside interviews. These vests and any others used must meet the MUTCD Section 6E.02 High Visibility Safety Apparel requirements and labeled ANSI 107-1999 standard performance Class 2 (Class 3 for any night-time use).

Interviewers should also wear some type of identifying clothing such as the FS field uniform or volunteer vest and cap so that the public knows this is official business.

In many cases, employees will be conducting roadside surveys along forest service, county, and state roads. Coordination with the road management agency must occur before surveys are conducted on non-forest service roads. ***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.

The roadside signs supplied for this project meet sign standards for roads up to 50mph. In order to safely set up survey locations arrive at least one hour before you plan to begin conducting interviews. Park your vehicle well off the road.

Three important factors should be considered when setting up the roadside survey.

- ❑ Selection of the survey location/ consideration of road conditions
- ❑ Site and stopping distance of approaching vehicles
- ❑ Placement of required signs

Selection of the Survey Site Location

Employees should consider several things when selecting the exact survey location: road/weather conditions, type of road, and stopping distance. When selecting the survey location ensure there is adequate room for both the employee's vehicle and the visitor's vehicle. Remember to factor in the extra long vehicle combinations such as a truck pulling a 5th wheel pulling a car.

During the winter, with snowy and icy road conditions extra stopping distance will be required, longer pullouts will be needed, or the survey location should be adjusted to go where the cars are parking rather than waiting for them to drive down the icy road and expect them to pullover. During icy conditions do not attempt to create pullouts where none exit, only use existing pullout locations such as chain removal areas or overlooks. If none are available then move the survey location to the GFA entry point where people are parking such as the snow park. Wet and muddy road conditions may also warrant adjustments of pullout locations or setup.

Employees are conducting EXIT interviews therefore the survey site location needs to be on the side of the road where the traffic is exiting the site or forest. There are several road types that employees will encounter which are addressed in this document. If a unique situation is encountered the employee should check with the Forest Service road engineers prior to setting up the site.

Sight/ Stopping Distance

Use Table 4 to determine the minimum appropriate sight distance in both directions for survey site locations. Remember that weather/road conditions may require increased stopping distance. Road situations A, B, and C in Table 5 should use the appropriate distances shown between signs and the pullout. Table 5 comes from the FS road design handbook and should be used as minimums on FS roads. Table 6 shows additional distance requirements for steep downgrades.

When doing surveys on roads under the jurisdiction of another entity (county, state, etc.) you **must** have their approval and you **must** follow their signing requirements.

Placement of Required Signs

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. You want the driver to be going 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 1 shows a typical roadside survey setup along a forest service road. All signs required are supplied by the NVUM project. When placing the signs at the survey site use the guidelines in Tables 5 and 6, and Figure 1 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 provided by the NVUM team 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.

Sign Standards

All signs shall be manufactured & 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 retroreflectorized orange background with black legend and border. Hand painted, homemade signs are not legal. Fluorescent point 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.

Table 4: Sight distance requirements by traffic speed. (FS road design handbook)

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 5. Meaning 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)

* speed category to be determined by highway agency

** 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)

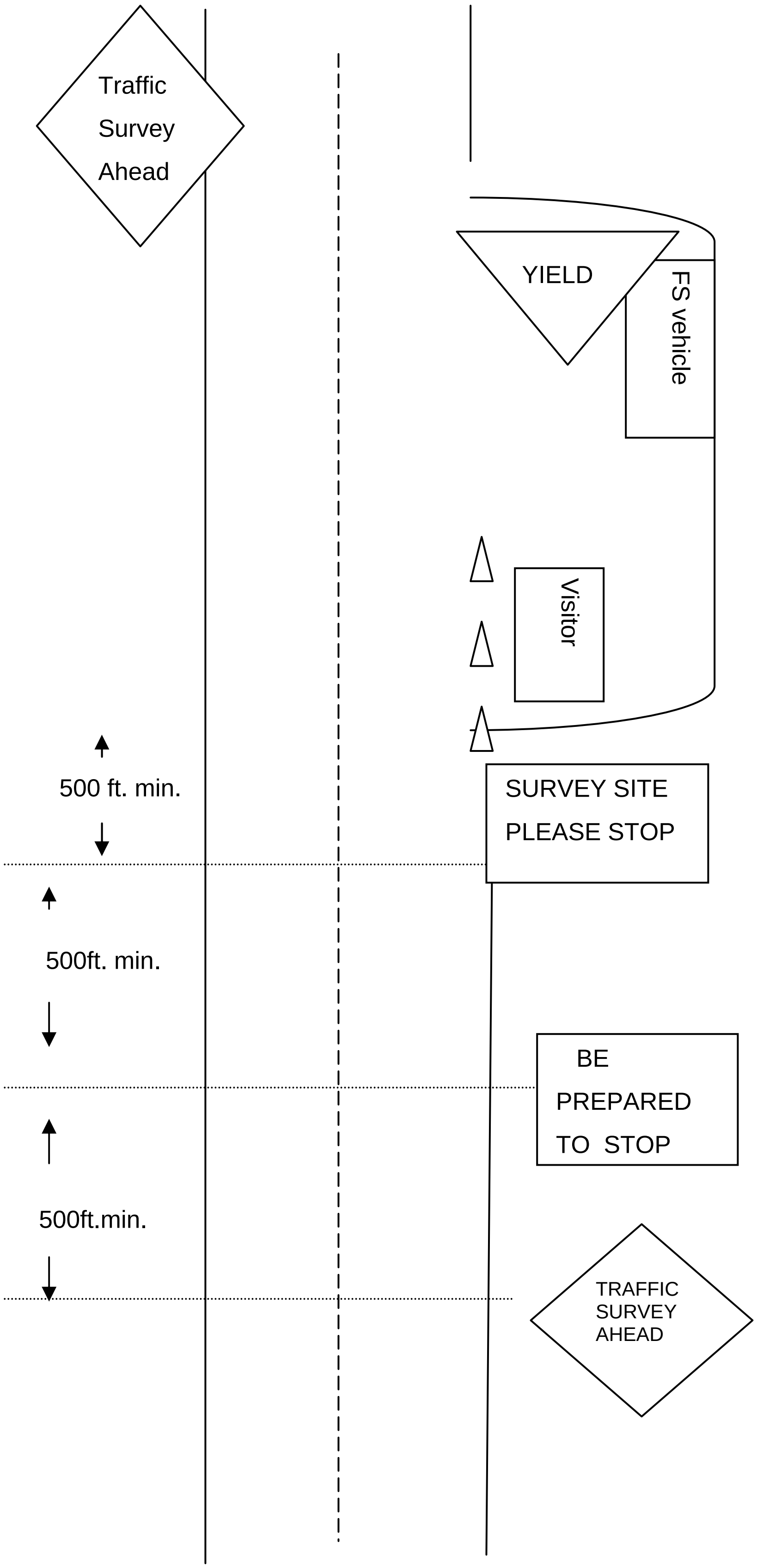
Distances in Table 2 are for level roadways. Increase placement distance on negative grades of 3% or greater (see Table 3). Placement distance on upgrades may be reduced by ½ the distances listed for downgrades. For additional information, refer to Table III-2 in: A Policy on Geometric Design of Highways and Streets, 1984 or 1990. This is the AASHTO "green book".

Table 6: 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.

Figure 1. Basic Traffic Set-up along Forest Service roads less than 35 mph.



Erection of Signs (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.

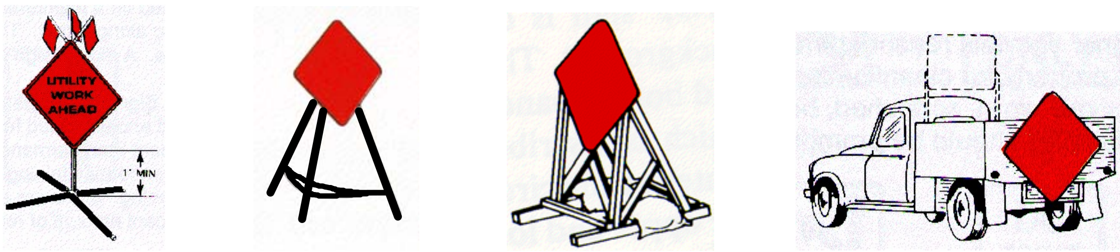


Figure 2: Examples of Temporary/Portable Supports

Traffic Counters

Install traffic counters for all nonproxy sites. If you are unsure that you have a nonproxy site, look at the survey calendar- if there is no code listed under the Proxy column you have a nonproxy site. In these sites and areas you must set up a traffic counter. Your Forest received both pneumatic and infra-red counters. They all have 24-hour timers meaning you do not have to return to the site at exactly 24 hours to retrieve the data. Refer to the slideshow and handouts on the web site for detailed instructions on how to use the traffic counters.

TIP: Several forests found it helpful to number their counters so that when they were retrieved they knew which survey day it was used for.

Practice using the counters at the office before attempting to use them in the field. The traffic counter must be installed properly and must be calibrated. Install the counter, then by walking or driving over the counter check to see that the counter registers the visit.

<u>Use of the hand tally counter</u>

Use the Hand Tally counter on nonproxy survey days. You do not need to use the hand tally counter on proxy days.

Use of the hand tally counter is critical to calibrating the ratio of exiting traffic to entering traffic. The hand tally counter is used to count exiting traffic during the entire survey time period. The count on the hand tally counter is recorded on each interview form throughout the day so the interviewer is reminded to keep up with its use.

Before conducting the first inventory, zero out the hand tally counter. Each car that EXITS the survey area is counted as one click. For example, Car A does not stop but drives by and exits... click one. Car B comes by, and stops... click two. Record "2" in the appropriate blank on the interview form for car B. While conducting the interview with car B three cars drive by and don't stop... clicks three, four, and five. You finish the interview with car B and they leave. The next car (car C) that comes by pulls over and stops... click six. Record "6" in the appropriate blank on the interview form for car C.

Only count vehicles traveling in the same direction as the survey site. Do not count traffic on a two lane road going the opposite direction.

Sometimes, interviewers get confused about what to count on the hand tally. Just remember that you are calibrating the traffic counter, so click whatever exits across the traffic counter (people, cars, horses, ATVs, snowmobiles, etc).

<u>**Basic traffic recording procedure:**</u>

1. Install traffic counter according to directions
2. Calibrate counter
3. Reset both traffic counter & hand tally counter to 0
4. On Daily Summary Form record 0 as begin count for traffic counter
5. On Daily Summary Form record 0 as begin count for hand tally counter
6. Start interviews
7. Using hand tally counter click all exiting traffic during the interview period
8. At end of 6 hour interview time record Traffic count AND hand tally count on the Daily Summary Form
9. Return to site 24 hours later and record 24 hour traffic count on Daily Summary Form

Traffic Counter Problems

In the past five years interviewers have had some problems with traffic counters. It is very important to practice using both types of counters before the survey day to trouble-shoot any problems. When you do encounter problems call Gary Hoshide at Missoula Technology & Development Center (406.329-1029) or visit the web site Question & Answer section. Through knowledge and experience you can make these counters work well under many field conditions.

Some common problems include:

Counter counts wrong: The pneumatic counter doesn't appear to be working correctly because the numbers showing on the face don't match with what you just observed passing over the counter. The pneumatic counter counts every axle that crosses it, but the face of the counter shows a 1 after TWO axles cross it. This is an automatic setting used because most vehicles are two axles. If you observe 2 vehicles each with 3 axles crossing the counter, the face number on the counter will only 3 (instead of 2). Here's how it works: the first 2 axles that went over the counter registered as 1, then the 3rd axle on the 1st vehicle got stored in memory. When the 2nd vehicle crossed, the first axle then got added to memory and the face number showed 2, then the remaining 2 axles on the 3rd vehicle got counted and the face number now shows 3. Huh? Basically, the two vehicles got counted as 3. That is okay! The NVUM team knows the counters work this way and adjustments are made later.

Hose slap! When the rubber hose crossing the road on the pneumatic counter is not tight across the road vehicles passing over it make it move around. This causes the hose to hit the pavement and register more counts. The solution is to secure the hose with the pins provided on each end of the road as well as in the middle of the road.

Missing plug! It's the air pressure inside the hollow rubber hose that causes the counter to register a vehicle. If the plug in the end of the hose farthest away from the counter is missing, no air pressure can build up and the counter won't count. The solution is to secure this plug.

Damaged hoses! The problem is similar to that described for missing plugs except the air is leaking out of the hose from a cut. In a pinch you can repair the cut with duct tape, but long term the hose needs to be replaced.

There are no numbers showing on the counter face! In extremely hot or cold weather the liquid crystal display on the face of the counter will not show a number. Don't worry – the counter is actually still counting, you just can't read the display. Solution: For hot weather situations shade the counter or even put an ice pack on it to cool it down. For extremely cold weather bring the counter into your vehicle and warm it up. Then you can read the numbers.

Low batteries. The pneumatic counters have a battery which you cannot replace yourself. It has about a 3 year life. If you are certain it is a battery problem call the Tech Center and they will mail you a replacement counter. The infra-red counters use batteries in each unit that last about 3 months. In cold weather the batteries wear out faster. You can replace these batteries yourself.

Soft road surfaces. The pneumatic counter hose needs a firm surface to be squished on in order to register counts. When using it on dirt, sand, or snow packed roads you might have to create a firmer surface beneath the hose. This can be done with plywood, or by raking the area until a firm surface is created.

Huge counts on a remote trail. The infra red counter counts anything that passes through the beam between the transmitter and receiver. This includes leaves, branches, deer, and bad kids waving their hands in the beam. Since this counter records the time of each count you can sometimes deduce what the problem was. For example, the counter shows 500 counts between 1 and 3 in the morning. This was probably a forest animal party and you could safely subtract these counts from the total you report on the Daily Summary Form. If the huge counts are sporadic you might have set the counter where a branch was blowing during heavy winds and breaking the beam. The solution is to make sure no branches are within the beam, or remove those that are, before you begin using the counter.

You don't trust the number on the counter. In cases where you just don't think the traffic counter looks right and can't tell why, fill in one of the ovals on the Daily Summary Form for either "counter not working" or "count is suspect".

CHAPTER 5: TIME TO INTERVIEW!!

Asking Questions "By the Book"

As an Interviewer it is your job to learn what to ask and when to ask it using the survey form. A lot of planning, experience, professional knowledge, psychology, and statistical expertise went into the wording and answer choices of each question. In fact, the group of Forest Service professionals who designed this survey spent many, many hours in windowless rooms, working late into the night until their brain cells were fried, to develop and revise the questions. Lots of interviewer feedback about how visitors understood and answered the questions was considered. The questions have been field tested and revised during the previous four years of NVUM surveys.

However, once you are out there in the field talking to the visitors the survey is yours. By following these simple rules you will help the visitor give us more accurate answers:

- Follow the survey form flow of questions
- Don't skip questions unless the instructions on the form tell you to
- Don't deviate; ask the question exactly as written
- If the visitor has trouble answering you can PAUSE, REPEAT, and PROBE.

PAUSE- Don't hurry the visitor's answer. Allow them to talk a bit and tell their story. If you don't get one of the answer choices to the question asked,

REPEAT the question, again exactly as written. If the visitor's answer is still unclear, you can

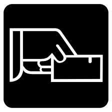
PROBE for a clarifying answer.

Sometimes people take awhile understand what you are asking. For example, you ask the visitor "When did you first arrive at this site for this recreation visit?" You PAUSE and the visitor starts talking about how difficult it was to get all the kids in the car and find their camping equipment in the garage, then starts talking about the great meal they had on their way to this site. The answer choice on the survey form is simply the date and time of arrival. Since you still haven't heard a date and time you REPEAT the question "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?" This time the visitor is likely to give you a response that includes the date and time. Perhaps they say, "We got here this morning". Now you simply PROBE by stating "So that would be today, July 24th. What time this morning did you first arrive?" Most likely they will now give you a time. PAUSE, REPEAT, and PROBE has proven effective time after time.

In the NVUM survey some questions will seem repetitive because of the circumstances of the person's visit. For example, their arrival time at the site (Q4) may be the same time they arrived on the forest (Q8). It might seem like you weren't listening to their first answer. However, you cannot make assumptions. Instead you might say something like "Please bear with me for the next several questions, which might seem repetitive. I am required to ask them of everyone anyway". This will show that you are listening and give the visitor more patience with the questions. Do ask ALL the questions unless the survey instructions tell you otherwise.

On some national forests you might encounter non-English speaking visitors. The forest program manager should identify this situation ahead of time and hire bilingual interviewers. There are also road signs available in Spanish. In the past there were interview forms available in Spanish but few were used. Check with your forest program manager is any of these forms are still available.

Flash Cards



No, you aren't back in 3rd grade math! However, several "flash cards" are provided that contain the answer choices to more lengthy or confidential questions. For lengthy answer choices the flash card helps the visitor see all their choices and allows them to take time to consider all the possible answers. For more confidential answers such as income and race, the choices are number coded to retain privacy when the visitor answers in front of others in their group. Use the flash cards when instructed to on the survey form.

Marking Answers on the Survey Form

The survey form is similar to the type of forms you may have filled in during school for SAT or other tests. It is scanned by a machine. This means there is no human being who can decipher incorrectly filled in bubbles or smudges after the form leaves your hands. Always use a #2 pencil to fill in the bubbles. Sometimes the visitor is answering the questions quickly and it's easy to fill in the wrong bubbles because they are tiny! In this case, record the answer in the shaded box at the top of the answer choice, then fill in the bubbles later. If the wrong bubble is filled in it's important to completely erase it and then fill in the right one.

About 30,000 forms are received each year, and there is no time to make sure the answers were brought down from the shaded box into the bubbles. That's why it's important to review the forms before turning them in. Once the correct answer is lost, it's lost forever.

Conducting the Interview

Interviews are given to EVERY vehicle or group that stops at your survey site. Some people will be asked fewer questions but we want you to fill out an interview form for SOMEONE in EVERY vehicle or group that stops.

You will be conducting interviews at many different types of sites. This section walks you through each type of site and gives specific instructions on how to handle each one, including which forms to use and any special procedures needed.

<u>Fill in the Daily Summary Form</u>

Assuming the traffic counter (if needed), signs, and traffic cones are in place you are ready to conduct interviews. First, fill in all the administrative information on the top of the Summary Form. The administrative information comes from the survey calendar. There are two Summary Forms. One is the Daily Summary Form, which is a single page brown and white form. Use this one for all DUDS, OUDS, GFA, and Wilderness survey days.

The other summary form is the View Corridor Observation Form. This form is a single page purple and white form. Use this form for all View Corridor survey days in Regions 1-9. In **Alaska** use this form for View Corridor days on roads, trains, and ferries but not for cruise ships. See additional instructions for cruise ships under the View Corridor section.

<u>DUDS, OUDS, GFA & Wild Survey Days</u>

Use the 4-page National Visitor Use Survey form. There are 3 versions of this form and they are presorted. All forms ask the same questions on pages 1-3. One-third of the forms are red and have just pages 1-3. One-third of the forms are blue and have economic questions on page 4. One-third of the forms are yellow and have satisfaction questions on page 4. These three forms are presorted, so just take one off the top of the pile and use it.

By looking at the survey calendar you will know which type of site you are surveying. For DUDS, OUDS, and Wilderness survey days use the left hand column of questions on page 1. For GFA survey days use the right hand column of questions on page 1. All remaining questions apply to all types of sites.

<u>Special GFA Low Days</u>

Some GFA Low survey days do not require interviews. You will set up a traffic counter at 8AM or earlier that day if possible. Then retrieve the counter the next day and record the 24-hour count. These special GFA days will be marked on the sample calendar. Pay close attention because some GFA Low days do require both interviews and traffic counts.

How to Approach Visitors for Interviews

Don't be shy! Don't rely on the signs to get people to volunteer for interviews. Be outgoing, make eye contact, and encourage visitors to stop for an interview. Approach people at trailheads and ask if you can interview them! Encourage cars on the roadway to pull over using eye contact and pointing.

Interviewing visitors with disabilities

Sometimes interviewers will find that the person selected for an interview is hard of hearing, has difficulty speaking, or perhaps difficulty understanding the questions asked. People with disabilities are just as important to interview (perhaps even more so since we want to know how best to accommodate their needs) as any other visitor. Make an extra effort to interview these people – the following tips may be helpful:

Talk directly with the person 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 person you are interviewing.

Do not wear sunglasses, they are distracting.

Have an extra chair available for people who may not be able to stand for long periods. You 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 people with disabilities, the elderly, and people with strollers.

When interviewing a person who uses a wheelchair, sit in your chair so that you are at eye level.

When talking to a person 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 person who has difficulty speaking. Do not pretend to understand. Repeat what you understood or paraphrase. Let them point to printed answers on the survey form or flash card if necessary.

When talking to people who cannot see, verbally say when the interview is over and when you are leaving.

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 person before petting their service animal.

Never lean against or prop your clipboard on a person's wheelchair. This is their personal space.

If possible, have the flash cards in large print or Braille.

Do not use the term "handicapped" to refer to people or facilities. Use "accessible" or "persons with disabilities".

Interviewing non-English speaking visitors

At times you will encounter non-English speaking visitors. When the forest manager knows this is the case it is important that bilingual interviewers be used to conduct the interviews. Spanish versions of the survey form will be available, however if the interviewer does not speak Spanish, they cannot correctly pronounce the language and will not have a successful interview. Handing the visitor the survey form in Spanish is an option, but has its drawbacks. The questions are not easily understood without the interviewer's experience and could easily be answered incorrectly.

Handling difficult visitors

Ninety-nine percent of the visitors who agree to be interviewed will be pleasant and cooperative. In fact, most people really want to share their experiences and opinions. You will however sometimes be confronted with visitors who for some reason are irritable and difficult to deal with. Remember that as an interviewer you are representing the Forest Service and must maintain a pleasant and neutral attitude with all visitors. If the visitor is unhappy about a specific event or with some policy or action of the agency, you can often diffuse the situation simply by listening. You will not be able to solve the situation and may not understand the policies well enough to explain them. However, you can give the visitor the address and phone number of the Forest Supervisor and encourage the visitor to contact them.

If the situation with a difficult visitor is not resolved simply by listening or giving them another contact to air their complaints, using a pleasant and neutral tone, ask the visitor again if they are interested in being interviewed. If they are not, thank them and then explain that you are required to get interviews today and must move on to the next group.

Roadside Interviews

For roadside surveys, stand just off the road. The best location is just where approaching traffic would pull over onto the pull-off and still not hit you!

Step 1: As a car approaches make eye contact and point to the place they could pull over to be interviewed if they are interested. If they are not slowing down, step back from the roadway but continue to point to the interview location. If the driver clearly is not slowing down step out of the way and click the car on the hand tally counter. Do not fill out an interview form. Only fill out an interview form if the person stops and tells you in person they do not want to be interviewed.

Step 2: Allow the car to pull over. With your body language and pointing with the orange flag or hand, show the visitor where they should stop. In most cases, drivers will be slowing down and pulling over. Avoid being behind the vehicle or in the driver's blind spot.

Step 3: Remove your sunglasses if you are wearing them. Then, greet the driver and ask if they would be willing to answer a few questions. Explain the purpose of the survey. If they agree to be interviewed, then ask which person in the vehicle or group had the most recent birthday and is at least 16 years old. **Interview this person**. Do not just automatically interview the driver, unless of course they are the only one in the vehicle.

Step 4: Conduct the interview following the instructions on the form. Appendix K walks you through the entire survey form, explaining each question and how to ask it.

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. Let the driver use their own judgment.

Step 6: At the end of the 6-hour interview period, record both the hand tally count and the traffic count.

Step 7: Return to the site 24 hours later and record the 24 hour traffic count.

Trailhead and Parking Lot interviews

The basic techniques described for roadside interviews are also applied to parking lot interviews; it's just that the cars are not moving. The interviewer looks for people approaching their vehicle to leave and asks one person from the vehicle to participate in the interview. To avoid introducing biases in the survey remember two important points.

- Grid the parking lot and make sure to approach people in all areas of the parking lot
- Use the "most recent birthday" question to select which person in a group or vehicle to interview

Air Carrier Sample Days in Alaska

Air Carriers are proxy sites so no daily count is needed. To obtain interviews, call the air carrier listed on the sample calendar before the scheduled survey day to see if they have any scheduled flights to the national forest on the scheduled day. If so, plan to arrive at their office when the flight is expected to return. Randomly select one passenger to interview. If they did not go to the NF the interview will end after Q3. If possible also interview at least one passenger who DID go to the national forest. On page 3 Q23 list the total number of people on the plane including those who DID NOT go to the national forest.

Cabin Survey Days

Cabins are usually proxy sample days. It is difficult to predict when a cabin will be occupied, so it is possible there may be no-one at the cabin on the scheduled day. Also many cabins are very remote, especially in Alaska and flying, boating, or driving to the site is an inefficient way to obtain one interview. Interviews will usually be conducted by phone, AFTER the actual survey day. First, obtain a list of the names of all the people who rented cabins on the forest (in the appropriate site type - Wilderness, OUDS, GFA) from the reservation service. Then, using the cabin listed on the sample calendar as a random start, call the people who rented the cabin on the survey day and do the interview over the phone. On the Daily Summary Form record the ASSIGNED interview day; and on the Individual Interview Form Q4 record information as if you were talking to the visitor at the cabin on the assigned interview day. While conducting the interview, remember you are asking about their national forest visit and national forest trip associated with the cabin visit. Alternate between the Satisfaction and Economics interview forms.

Once you complete this interview, obtain four more interviews by calling the people who rented the next cabin on the pre-work list. Obtain the prework list of cabins from your forest coordinator. The goal for each cabin sample day is to obtain at least 5 total interviews from different cabins.

View Corridor Survey Days

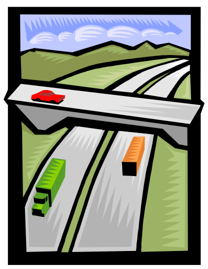
View Corridor survey days use the purple forms labeled "View Corridor Observation Form" and "View Corridor Interview Form. View Corridors are sampled differently than DUDS, OUDS, GFA, or Wilderness. View Corridor survey days are shown on the survey calendar with a "V" under site type. Most interviews will be conducted using the parking lot method at rest areas or viewpoints with restrooms.

There are two types of View Corridor sample days (see Table 7). One type has a safe interview location and the other does not. For sites with no safe interview location 4 one-hour traffic observation periods are completed. Only the "View Corridor Observation Form" is used.

For sites with a safe interview location, 2 one-hour traffic observation periods are completed, interspersed with 2 two-hour interview periods. In this case both the View Corridor forms are used. Follow these basic steps on View Corridor survey days:

Step 1: Prior to the sample day, the forest program manager should contact the agency managing the road and ask permission to place a traffic counter and to conduct interviews at the interview area. The letter in Appendix F may assist you in these contacts.

Step 2: Upon arriving at the interview site, place the traffic counter across the roadway. Calibrate and set the counter. If there is a divided highway, only place the counter across the traffic lanes on the same side of the road as your interview area. If it is a high speed road, ask the road managing agency if they could place the traffic counter for you or if they have proxy data. Do not place counters on high speed freeways.



Step 3: Select an observation location near the traffic counter. Place the "Traffic Survey Ahead" signs on each side of the road near this observation point.

Step 4: Take two hand-tally counters and set them to zero. Label one counter for commercial traffic and one counter for noncommercial traffic.

Step 5: Record all the administrative information on the Viewing Corridor Observation Form.

Step 6: Observe traffic traveling in just one direction for ONE FULL HOUR. Click the hand-tally counter for EVERY vehicle that goes. Click commercial traffic on one counter and noncommercial traffic on the other. When one of these counts equals 100, record BOTH counts on the back of the View Corridor Observation Form, Period 1. If after one-hour of observation neither counter has reached 100, record what you have for Period 1 of the form.

Note: If one of the two hand tallies reaches 100 before the one-hour observation period is completed, record the information for Period 1, commercial & noncommercial, and then continue counting all traffic in the same direction for the full one hour. Record the full one-hour hand tally count on the same form under the column labeled "Hand Tally Count".

Alternate technique with just one hand tally counter: Use the hand tally counter to count ALL traffic flowing in one direction. At the same time, draw a line through the appropriate number under Period 1 commercial & noncommercial on the form. For example, the first vehicle that goes by is commercial; put a line through '1' under Commercial Traffic. The next vehicle to go by is noncommercial, so you put a line through "1" in the noncommercial column. Continue to record vehicle observations until you have reached 100 vehicles of one type. For example, you have 100 commercial vehicles and 61 non-commercial vehicles.

Step 7: **For sites with no interview location**: take a 30 minute break. Then repeat the observation period for one-full hour observing traffic in the OPPOSITE direction. Take another 30 minute break. Then do Observation Period 3 just like Observation Period 1. Take another 30 minute break. Then complete Observation Period 4 just like Period 2. A total of four observation periods are completed. No interviews are conducted.

Step 8: **For sites with an interview location**: go there after completing Observation Period 1. Use the "View Corridor Interview Form". Conduct 2 full hours of interviews. Then return to the observation location used in Period 1. Observe 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.

Step 9: Record the 6 hour traffic count information.

Step 10: Return to the site 24 hours later and record the 24-hour traffic count reading.

Table 7. View Corridor Survey Day procedure.

HOUR	OBSERVATION ONLY	INTERVIEWS & OBSERVATION
0800-0900	traffic observation	traffic observation
0900-0930	break	interviews
0930-1030	traffic observation	interviews
1030-1100	break	interviews
1100-1200	traffic observation	traffic observation
1200-1230	break	interviews
1230-1330	traffic observation	interviews
1330-1400	break	interviews

View Corridor Sample Days Alaska Style

Cruise ships, ferries, trains, and roadways are all sampled as View Corridors in Alaska. For road view corridor days use the purple forms and follow the basic procedures outlined above in steps 1-10.

Train and ferry View Corridors also use the purple forms. However, the basic interview procedure is different than for roads. Since trains and ferries have scheduled departure times, arrive at the site at least one hour before the scheduled departure. Conduct the interviews on as many passengers as possible while they are waiting for the train or ferry to depart. Experience has shown you will have more luck getting interviews from waiting passengers rather than from passengers exiting trains or ferries.

Some minor rewording of the View Corridor Interview form will also be necessary. For Question 2 change the wording "through this area?" to "on this ferry (train)?" For Question 4, if it is possible that visitors could have stayed overnight on the National Forest change the wording to read "during this visit", rather than using the word "today". If it's not possible that the visitor would have spent the night on the national forest keep the wording as it is. Q6 and Q7 should not be asked (you don't' interview anyone under 16).

Cruise Ships: For cruise ship View Corridor interviews use the specially designed Alaska Cruise Ship Interview Form (Appendix K). Cruise ships have proxy data so there is no need to count people on the sample day. Identify random times to obtain cruise ship interviews to avoid bias. Bias could easily be introduced if survey times only occurred when excursion passengers are leaving and other non-excursion passengers are still on board. The goal is to obtain a random sample of as many interviews as possible from all cruise ship passengers by staggering the interviews throughout the day.

Other Alaska Sampling Rules to Remember

During Wilderness sample days at trailheads, roads, or ferries, screen out visitors who have used a Wilderness cabin on their current visit. Record them as "some other reason" on Q4 of the Individual Interview Form. Wilderness cabin use is a proxy and we do not want to double count Wilderness visitors.

Outfitter & Guide use in Wilderness and GFA is counted as proxy for Alaska only. In the first round of surveys obtaining O&G use numbers proved very difficult. Start gathering this information as early as possible to ensure the total proxy count can be reported to the NVUM team no later than one-month after the end of the survey year.

Sometimes ferry terminals are used as both GFA and View Corridor sample locations. During GFA sample days the goal is to capture visitors who actually recreated on the forest. The interviewer needs to interview everyone waiting for the ferry through at least Q3 to determine the ratio of NF visitors to non-NF visitors.

Table 8. NATIONAL FOREST RECREATION USE MONITORING FORMS

Form	When to Use
Daily Summary Form	Complete one form and submit for every sample day. Keep attached to Individual Interview Forms completed that day. Make sure all the traffic counts are recorded here.
Individual Interview Form (Basic)	This is the short version of the interview. There are no economics or satisfaction questions. This is done every 3rd interview. Just take the next form off the pile.
Individual Interview Form (Economics addition)	This economic module measures how much visitors spend annually on outdoor recreation and how much they spent during this trip within 50 miles of the forest. Some people are touching about giving spending information and you can have them fill this out themselves.
Individual Interview Form (Satisfaction addition)	This survey measures visitor satisfaction with the quality of facilities and service AT THE SITE THEY ARE AT . Providing a laminated copy of this section is helpful to visitors.
View Corridor Observation Form	Use during View Corridor (V) sample days. Fill out one of these with 2 observation periods when done in conjunction with interviews. Fill out one of these forms with 4 observation periods when no on-site interviews are done. In Alaska use for road, train, and ferry sample days.
View Corridor Interview Form	Use when there are safe interview locations located along assigned View Corridor. In Alaska use for road, train, and ferry sample days.
Alaska Cruise Ship Interview Form (Appendix K)	Use only in Alaska when conducting View Corridor sample days at cruise ships.
Proxy Data Form	Complete and submit quarterly. The report was mailed to your forest coordinator via e-mail.
Recreation Special Events and Organizational Camp Inventory Form	Complete and submit quarterly. List ALL recreation special events and organizational camp use for that quarter. Take copy from this handbook.
Traffic Counter Data Collection Sheet	Optional use. You might want to use this to keep district/forest records of use for your own needs.

Step-by-Step Interview Process- V6 form

Remember that you are interviewing SOMEONE FROM EVERY VEHICLE OR GROUP, not just people who are recreating. Information from non-recreationists is just as important as from recreationists. This is because we need to know how everyone uses the forest. The information you collect helps us calibrate the traffic counter and know how many commuters use forest service roads, how many people just stop to use the restroom, etc.

Individual Interview Form

All interviewer instructions are highlighted on the survey form. The words you actually say to the person being interviewed are in **BOLD** text. The answer choices are in regular text. Instructions such as skipping a question or going to another question are in *italic* or CAPITOL LETTERS.

Complete the top of the Individual Interview Form before the vehicle stops. Fill in Region Number, Forest Name and Number, Site Name and Number (from survey calendar), and date of interview.

If this is a non-proxy site: As the vehicle is pulling over record:

1. The number of axles on the vehicle.
2. The hand tally count.

If this is a proxy site you don't need to record the above information.

Section 1: Screening Questions

After the visitor stops introduce yourself and read the first statement printed and highlighted on the form to the visitor. "The Forest Service is conducting interviews of visitors on the "Hiawatha" 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 provided. Your participation is voluntary and all information is confidential." Then ask:

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

If the visitor says YES (they agree to be interviewed) ➔fill in the YES oval and GO TO Q2.

If the visitor says NO ➔(they do not agree to be interviewed) fill in the No oval but try to get zip code, then END 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?

You will direct ALL questions to ONLY this person.

What is your home zip code? Fill in the 5-digit zip code or if the visitor is from another country fill in the appropriate oval.

The interview form splits into two columns after Q2. If it is a Day Use Site, Overnight Developed Site or Wilderness you will use the site name and ask questions 3, 4, and 5 on the left hand side of the form. If it is a General Forest Area (GFA) survey day you will ask questions 3a, 3b, 4, 5, and 6 on the right hand side of the form.

For Day Use Sites, Overnight Sites, and Wilderness:

Q3. What is the primary purpose of your visit to ________(Site name)? Read them the choices and fill in the circle of the answer they give.

- ❑ 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. You don’t need to record the time because it will be the same as the interview time you recorded at the top of the interview form. 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 on this side of the form. Go to Page 2, Q7.

<u>For GFA (undeveloped areas of the forest) sites only:</u>

Q3a: What is the primary purpose of your visit to this (say national forest 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 ➔ fill in the appropriate oval then GO TO Q3b
- ❑ If visitor says Recreation ➔ GO TO Q4.

Q3b. What is the major reason you chose this route?

Let the visitor tell you why they are driving this particular route.

- ❑ If they mention scenery ➔fill in the View Scenery oval
- ❑ 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.

Q4. 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, camping in undeveloped areas, and fishing in lakes or streams. Have you recreated in the undeveloped areas of this forest sometime during your visit?

Let the visitor tell you all the places they have been since they arrived on the forest (make sure it’s a contiguous stay (they spent the night on the forest if it is more than one day).

- ❑ 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 your forest then ➔ fill in NO, did not recreate in the GFA then thank visitor and END interview.

You should have a Forest map and allow them to look at the map and show you where they have been. From their answer you must 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.

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" ➔ fill in appropriate oval, then say "Thank you. That's all the information I need today, then END interview.
- ❑ If the visitor says "Leaving now" ➔ fill in this oval and GO TO Q6.
- ❑ If the visitor says "Leaving later today" then ➔ fill in this oval and 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.

Section 2: National Forest Visit

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

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

- ❑ If visitor responds "No" ➔ fill in that oval and GO TO Q7
- ❑ If the visitor responds "Yes" ➔ fill in that oval after clarifying that the place they stayed was actually ON your national forest. Then ask them **"How many nights do you plan to spend in the National Forest?"** Write the total number of nights planned in the grey box next to this question.

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 you can double 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 told you this is the only place they came to on the Forest for this visit.

Note: This question is different than Section I Q5. "When did you first arrive at THIS SITE?" Section I measures time at a specific site, Section II 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 ensure we aren't double counting the same visitors on their national forest visit as they travel from site to site.

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. (Interviewer fill in Wilderness names on your forest) are congressionally designated Wilderness. Did you enter or do you plan to enter a Wilderness 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. Now think about forest roads, trails, rivers, lakes, and other undeveloped areas of this national forest. Did you enter or do you plan to enter these types of 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. Lodging facilities include campgrounds, cabins, hotels, and lodges. How many different lodging facilities have you used or do you plan to sue 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. Developed day use sites include picnic areas, visitor centers, interpretive sites, developed swimming areas, and developed ski areas on this national forest. How many different developed day use sites 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 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. Since the activity choice list is very long, hand them the activity flash card for Q11-12 then ask:

Q11. In which of the following activities have you participated or will you participate in 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 to you (in the left column).

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 last 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 them the flash card for Q16 with the satisfaction scale on it. Then ask Q16. Have visitor call out the NUMBER (x) to the left of the score they give their visit.

Q16. Overall, how satisfied or dissatisfied are you with this visit to (interviewer fill in FOREST NAME), 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.

Section 3: This Trip Away From Home

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 they visitor only came to your national forest from the local area this section may seem redundant. Ask the visitor to bear with you as these are required questions of everyone. 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 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 pick ONLY ONE. Then GO TO Q19.

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 the flash card for Q22. Have them tell you all the types of lodging they will be using 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.

Section 4: Demographics

Questions 23-27 provide statistics about the basic demographics of forest visitors. This allows the forest to better understand who their clientele are. It also allows us to respond to Congress about underserved communities within the local forest area.

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 the person being interviewed the flash card for Q25. Have them call out the number next to their answer for age. You can fill in gender. 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. Looking at this flash card please call out the number next to the correct age category for you.

- ❑ Record gender and age for person being interviewed
- ❑ Record gender and age for person 2
- ❑ Record gender and age for person 3
- ❑ Record gender and age for person 4

Interviewer: 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.

Q26. Are you of Spanish, Hispanic, or Latino ethnic origin?

- ❑ Record only ONE of the 3 answer choices.

Q27. Please select one or more of the following categories that best describe your race.

- ❑ Record one or more of the answer choices.

IF THIS WAS A NONPROXY SITE YOU ARE DONE UNLESS THIS INTERVIEW ALSO HAS A SATISFACTION OR ECONOMICS QUESTIONAIRE ATTACHED.

Section 5: - For PROXY Sites:

We need to calibrate the proxy count if there is one. There are many 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. This is listed on the survey calendar. The easiest way to do this is to write the proxy code on the daily summary form before you go out into the field. Also circle the correct questions to ask on the individual interview form before you start the interviews. This will keep the confusion to a minimum during the actual interviews. Codes FE3, FR3, PTC1, PTC3, SV1, TB1, and TB3 do not need calibration questions asked.

TIP: Have the permit, ticket, pass, or other proxy that visitors must purchase to use the site with you. Show this when you ask the questions. This will help the visitor visualize what you are talking about.

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 just to right of Q1

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

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

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.

Codes 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.

<u>The Satisfaction Survey</u>

Gold interview forms have a visitor satisfaction survey on page 4. 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. Finally, we have the visitor's rate their satisfaction or dissatisfaction with a variety of facilities and services offered. This information helps managers 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 to everyone including those with disabilities. Do you or anyone in your group have a disability?

- ❑ If No ➔ fill in oval and GO TO Q29
- ❑ If Yes ➔ fill in oval and GO TO Q28b

Q28b. Were the facilities or areas you visited accessible?

- ❑ If No ➔ Fill in oval and GO TO Q29
- ❑ If Yes ➔ fill in oval and GO TO Q29

Hand the visitor the flash card for Q29 with the crowding scale on it. Ask the visitor Q29 and have them call out the number that best describes how crowded or uncrowded they felt the site or area they are being interviewed at was.

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 a 10 means that you thought the area was very overcrowded.

- ❑ Record visitor's response by filling in the oval with the number they gave you between 1 and 10.

Hand the visitor the flash card for Q30-45. This card contains the satisfaction/ dissatisfaction scale and importance scales they will use to answer these questions. As you ask the questions for each item have them refer to the flash card then record their answer.

Interviewer say: Now I would like to have you rate the recreation services and quality of the recreation facilities on this Forest. As I read this list, I will ask you to rate two things. First, rate your satisfaction or dissatisfaction with the item using a scale of 1 to 5 where 1 means very dissatisfied and 5 means very satisfied. Next, rate the importance of this item to the overall quality of your recreation experience on this trip. To rate importance, use a scale from 1 to 5 where 1 means very unimportant and 5 means very important.

Q30. Adequacy of signage on this forest as a whole

- ❑ Record visitor's satisfaction or dissatisfaction (1, 2, 3, 4, or 5)
- ❑ Record importance of adequate signage to visitor's overall trip experience (1, 2, 3, 4, or 5)

Q31. Condition of roads on this forest as a whole

- ❑ Record visitor's satisfaction or dissatisfaction (1, 2, 3, 4, or 5)
- ❑ Record importance of condition of roads to visitor's overall trip experience (1, 2, 3, 4, or 5)

Interviewer: For items 32-45 have visitor rate the item ONLY for the site or area you are interviewing them at. If the item does not exist at that site, record Not Applicable (NA).

<u>The Economics Survey</u>

Blue interview forms have the Economics Survey on page 4. This 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. People will want to know why you are asking about their spending habits. 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 to visitor: This last series of questions are about what you might have done instead of coming to this forest and about your spending and income. I realize some of these are sensitive questions, but I would really appreciate your answers. The information you provide is strictly confidential and is needed to help us determine how recreation on this forest contributes to the local economy. It helps us plan better for the future.

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

Q28b. About how far 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 then GO TO Q29
- ❑ If the visitor says "Don't Know" ➔ fill in that oval then GO TO Q29

Interviewer: Hand visitor the economics flash card for Q29. Have them look at it as you go through the 10 categories of spending and ask them to estimate their expenditures to the nearest dollar if possible. We want total trip expenditures for everyone on the vehicle or group, not just the person being interviewed. Encourage them to talk amongst themselves to come up with an estimate.

Q29. 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. Round off to the nearest dollar.

- ❑ If visitors say they "Don't Know" ➔ fill in that oval and GO TO Q30
- ❑ If visitors say "Refused to Answer" ➔ fill in that oval and GO TO Q30
- ❑ If visitors are cooperative ask them each category and get their best estimates, recording the answers in the grey box. Remember to come back later and fill in the ovals. It's difficult to mark the ovals correctly while talking to the visitors. Once all 10 categories are completed GO TO Q30
- ❑

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

Interviewer: Hand visitor the flash card for Q31. This question is ONLY for the original respondent and their household and may not apply to the whole group. After you read them the question have them tell you the number to the left of their income category. This was anyone else in the car doesn't know the income and the respondent retains their privacy.

Q31. Information about income is important because people with different incomes come to the forest for different reasons. What is your annual household income?

- ❑ Record the visitor's response by filling in the appropriate income oval.
- ❑ If visitor says "Don't Know" ➔ fill in oval and GO TO Q32
- ❑ If visitor says "Refused to Answer" ➔ fill in oval and GO TO Q32

Interviewer: Hand visitor flash card for Q32. Have them tell you the number to the left of the items that apply. Note that this list does not contain all types of facilities; the ones listed have been identified of critical important to managers.

Q32. 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.

APPENDIX A- Job Description/Announcement

SAMPLE JOB DESCRIPTIONS AND SAMPLE JOB ANNOUNCEMENT

(Volunteer Agreements & Strategy available on the intranet site)

HIRING PROCESS & HOW TO ORGANIZE FOR SAMPLING

There are several possible ways to organize the forest to conduct interviews:

Contract out all the survey work with a University or private contractor. Several forests have contract bid packages completed that are shared on the web site. Other forests have entered into Challenge Cost Share Agreements with Universities. This strategy greatly relieves district burden on a day to day basis, leaving the forest with monitoring the quality of the work and completing the proxy reports. The drawback is not having people familiar with the forest available to answer visitor questions. Cost of this option has varied greatly from $250 per day to $500 per day.

Contract and Force Account: Some forests choose to do their own surveys during their slow season and contract out the work during the busy survey season. This option saves money and allows forest recreation folks to get some experience with the survey work to better understand what the contractor will be doing. The drawback is that if too many interviewers are used none of them get really good at using the equipment and conducting the surveys. If using this option keep the number of interviewers to a minimum.

Force Account: Within this option there are several variations: 1) force account with existing FS personnel 2) use existing personnel for slow season and hire seasonals for the busy season 3) use SCA or STEP employees instead of seasonals to avoid the slow hiring process and unemployment costs in future years.

TIPS TO GET THE BEST DATA POSSIBLE:

Use only well trained employees who have practiced using both the interview form and the traffic counters before going into the field

Use the minimum number of people possible so everyone conducting interviews is experienced and well versed in the procedures

Before a new employee conducts interviews have them go out with an experienced person for at least one day

Use only employees with good people skills who will stick with the defined process

Double check all forms before sending them to the Southern Experiment Station to reduce recording errors

HIRING EMPLOYEES

Student Conservation Association and STEP employees can be hired through the forest personnel department. All other temporary employees must be hired using the USDA Forest Service automated staffing process. The interviewer position has been classified and is included here. To begin the hiring process go to www.fs.fed.us/fsjobs to request the information package and define the position to hire. Job descriptions are attached.

Classification of the Recreation Use Interviewer position was done by Boise NF personnel.

Following is the classification that was completed.

Page 1 of 2

N5100
POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION

X 1.NEW	2.IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3.REPLACES PD NUMBER

RECOMMENDED

4.Title	5.Pay Plan	6.Series	7.Grade
Forestry Technician	GS	462	4

8.Working Title (Optional)	9.Incumbent (Optional)
Recreation Use Interviewer	

OFFICIAL

10.Title

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE Mo	Day	Yr	16 I/A		17. CLASSIFIER
GS	462			12	10	99	Yes	No	/s/

18.**ORGANIZATIONAL STRUCTURE** (Agency/Bureau)

1st 11 USDA-FOREST SERVICE	5th
2nd 04 Inter. Mtn. Region	6th
3rd 02 Boise National Forest	7th
4th 05 Lowman Ranger District	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19.Supervisor's Sig.	20.Date	22. 2nd Level Supervisor's Sig	23.Date

21.Supervisor's Name and Title	24.2nd Level Supervisor's Name and Title
Ken Waugh, Rec. Forester	Robin Metz, Res. Asst.

FACTOR EVALUATION SYSTEM

FACTOR	25.FLD/BMK	26.PTS	FACTOR	25.FLD/BMK	26.PTS
1.Knowledge Req.			6.Personal Contacts		
2.Sup. Controls			7.Purp. of Contacts		
3.Guidelines			8.Physical Demands		
4.Complexity			9.Work Environment		
5.Scope and Effect			27.**TOTAL POINTS** ---		
			28.**GRADE** ---		

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29.Signature	30.Date
/s/	

31.Name and Title

32.Remarks:	33.OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

```
                  THIS SIDE TO BE COMPLETED BY THE CLASSIFIER
|A. KEY DATA                                                                     |
|1.Fnctn(1)|2.Dept.CD./Agcy|3.SON (4)  |4.MR NO (6)  |5.Grade (2)  |6.IP NO (8)  |
|   | A/C/D |   Bur CD.      |           |             |             |             |
|___| I/R   |     AG 11      |___________|_____________|_____________|_____________|

|B. MASTER RECORD                                                                |
|1.Pay Plan|2.Occ Ser(4)|3.Occ.Func.|4.Off Title  |5.Off.Title (38)               |
|(2)       |            |CD.(2)     |CD.(5)       |                               |
|    GS    |            |           |             |                               |
|6.HQ.   |7.SUP.CD.(1)                |8.Class STD CD. |9.Interdis   |10.DT Class|
|FLD.CD  |  1=Sup.SGEG  5=Mgmt.CSRA  |(1) X=New Std   |CD. (1)      |Mo  Day Yr |
|  |1=HQ |  |3=Mgr.SGEG  6=Leader LGEG|  |Applied      |  |N=No      |   |   |   |
|__|2=FLD|  |4=Sup.CSRA  8=All Others |  |Blank=NA     |  |Y=Interdis| 07|18 |86 |
|11.Early Ret.CD(1)|12.Inact/Act |13.DT.Abol.|14.DT.Inact/React |15.Agency Use|
|  | 1=Pri.3=Forn.Sv|  |I=Inactive |Mo  Day Yr | Mo    Day    Yr |(10)         |
|__| 2=Sec;Blank=NA |  |A=Activate |   |   |   |     |      |     |             |
|16.Interdis.Ser.(40)        (4)  Per Block                                      |
|       |       |       |       |       |       |       |       |       |        |
|_______|_______|_______|_______|_______|_______|_______|_______|_______|________|
|17.Interdis.Title CD.(50)   (5)  Per Block                                      |
|       |       |       |       |       |       |       |       |       |        |
|_______|_______|_______|_______|_______|_______|_______|_______|_______|________|
|C. INDIVIDUAL POSITION                                                          |
|1.FLSA CD.(1)|2.FIN.DIS.Req.(1)    |3.Pos.Sched. (1)     |4.Pos.Sens(1)|5.Comp. |
| |           |  |0=None    3=SF 278|  |A=Sch.A  0=Except.|  |0=Nonsens  |Lev.(4) |
|N|E=Exempt   |  |1=CD 219  4=AD 392|  |B=Sch.B   but not |  |1=Noncrit  |        |
|_|N=Nonexempt|  |2=CD 220  5=SF 849|  |C=Sch.C    A,B,C  |  |2=Crit Sens|  0000  |
|6.WK.Title CD. |7.WK.Title (38)                                                 |
|(4)            |                                                                |
|8.ORG.STR.CD. (18)                |9.VAC.REV.CD. (1) B=Lower  D=Diff Title      |
|1st 2nd 3rd 4th  5th 6th 7th 8th|  |0=Position Act   Grade    and/or Series     |
|   |   |   |   |   |   |   |   |  |  No Vacancy    C=Higher E=New Pos/New FTE   |
|11 |   |   |   |   |   |   |   |  |A=No Change       Grade                      |
|10.Targ|11.Lang|12.Proj.Dty|13.Duty Sta|14.BUS  |15.DT.Lst.  |16.Pas.  |17.DT.   |
|GD.(2) |Req(2) |Ind. (1)   |St City Cty| CD.(4) |Audit (6)   |Ind. (1) |Est. (6) |
|       |       |   |Blnk=NA|(2)  (4)  (3)|      |Mo  Day Yr  |  |Blk=NA|Mo Da Yr |
|       |       |   |Y=Yes  |   |    |    |      |   |   |    |  |1=PAS |  |  |   |
|18.GD.Basis.Ind.  4=Sup/Program 7=Equip Dev Gd|19.DT.Req|20.NTE DT|21.Pos.St.   |
|  |1=Rev when vacant  5=RGEG       8=Agency Use| Rec.(6) | (6)     |Bud. (1)     |
|  |2=Impact of Person 6=Policy Anl.9=Agency Use|Mo Da Yr |Mo Day Yr|  |Y=Perm    |
|__|3=Sup./SGEG          GEG    ALPHAS=Agncy Use|  |  |   |   |  |  |  |N=Other   |
|22.Maint.Rev./Class.Act.CD (2)(1st Digit=Activity and 2nd Digit=Results)        |
|     Normal Act     Maint. Review Act  |    Results                             |
|   | 1=Desk Audit    5=Desk Audit     |  1=No Action Req.  5=Series Chg  9=Other|
|   | 2=Sup. Audit    6=Sup. Audit     |  2=Minor PD Chg.   6=Pos.Upgrade        |
|   | 3=Paper Rev.    7=Paper Rev.     |  3=New PD Req.     7=Pos.Downgrade      |
|___| 4=PME/Act.Rev.  8=Panel Rev.     |  4=Title Change    8=New Pos.           |
|23.DT.    |24.Date    |25.Inact   |26.DT.Inact/|27.Acctg.|28.Int.Asgn.|29.AgcyUse|
|Emp Asgm  |Abol.(6)   | Act (1)   |React (6)   |Stat.(4) |Ser. (4)    |   (8)    |
|Mo Day Yr |Mo Day Yr  |  |1=Inact.|  Mo Day  Yr|         |            |          |
|__|___|___|__|___|____|  |2=Act.  |    |   |   |         |            |          |
|30.Classifier's Signature                               |31.Date                 |
|________________________________________________________|________________________|
|32.Remarks:                                                                     |
|                                                                                |
|________________________________________________________________________________|
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Forestry Technician

GS-462-4 (Recreation Use Interviewer)

INTRODUCTION

This position is assigned to the Lowman Ranger District of the Boise National Forest. The purpose of the position is to collect recreation use information from visitors as they are leaving developed recreation sites, wilderness areas, the general forest area, or as they view scenery along forest highways. This will primarily be done through roadside and trailhead interviews at randomly selected sample sites on specific dates. This position involves a great deal of travel as the interview sites are located throughout the Boise National Forest. Information gathered in the interviews will be used to estimate the total number of visitors to the forest for one year. This is part of the National Recreation Use Survey Project that will run from January 1, 2000 through December 31, 2000.

DUTIES

Collects recreation use data by interviewing visitors as they are leaving the forest or as they view scenery along forest highways. Uses a schedule of randomly selected sample sites for specific dates. Makes weekly contact with the district recreation forester, visits the sites and checks out the proposed interview locations ahead of time if possible.

On the day of the sample, drives to the site in a Forest Service vehicle, often on rough, unimproved forest roads. Conducts interviews for a minimum of six hours beginning at scheduled times. The incumbent will be issued and responsible for proper care of supplies and equipment. The incumbent is appropriately dressed and is immediately recognizable as a Forest Service employee.

Incumbent checks out the interview site for safety, sight distance, etc. and installs a traffic counter. Sets up interview pull-off with appropriate signs and traffic cones, and organizes forms to be used during the interviews. Conducts voluntary traffic stops and records data required on the interview forms. Maintains a polite, courteous, and friendly demeanor at all times. Provides information to visitors about recreation regulations, opportunities, and travel restrictions. Provides information on resource management in the area.

Prior to leaving the sample site location at the end of the interview period, incumbent reviews all data forms for clarity and completeness. Records traffic count from the traffic counter at the end of the last interview. Removes traffic signs and cones. Returns to the site at the end of a 24 hour period to record traffic count again and removes traffic counter.

Periodically sends completed data entry forms to supervisor. Works independently but keeps supervisor informed of progress.

EVALUATION FACTORS

Knowledge Required by the Position

Knowledge and skill in oral and written communication.

Knowledge of communications including principles of Good Host program to effectively meet and deal with coworkers and forest visitors.

Knowledge of basic Forest Service policies and resource management practices to provide information to forest visitors.

Ability to use topographic, transportation, and forest maps. Incumbent will determine the best route to more than fifty different locations throughout the forest.

Ability to safely operate a two-wheel drive vehicle on rough, undeveloped forest roads.

Ability to conduct interviews with recreation users.

Ability to coordinate with other Forest Service employees.

Knowledge of standard recreation operation policies and Forest Service regulations to enable incumbent to accomplish assigned recreation duties.

Ability to think and act quickly when presented with potentially dangerous situations.

Supervisory Controls

Incumbent uses initiative to carry out recurring assignments independently. Detailed instructions are provided for new assignments. Technical or controversial problems are referred to supervisor.

Completed work is reviewed for adequacy in meeting program objectives as needed. Supervisor provides a schedule of interview days. Incumbent is expected to keep supervisor informed of progress or any problems that cannot be solved by the incumbent.

Guidelines

Principle guideline is the National Recreation Use Survey Data Collection Training Manual. Other guidelines are Forest Service Manuals, supplements, policies, and directives. Incumbent follows existing guidelines and direction from supervisor to achieve desired results.

Complexity

Assignments involve the performance of regular and recurring tasks at a variety of locations. Some judgment is required in selecting proper techniques and adapting to field situations and conditions encountered. Incumbent will have to make decisions about complex circumstances considering the type of activity, the location, and the target visitor. There may be some difficulty encountered in determining what needs to be done. Decisions made involve making choices in well-defined situations, with some exceptions.

The work will require the incumbent to locate sample sites and set up properly and in a timely manner. Incumbent uses judgment to identify how to safely set up the interview location (signing, traffic cones, etc.).

Scope and Effect

Purpose of the work is to perform a specific task in support of the unit recreation use survey. Work involves the execution of established methods and procedures which comprises a complete segment of a national project.

Work performed facilitates the work of others and contributes to the efficient implementation of the National Recreation Use Survey.

Personal Contacts

Contacts are primarily face-to-face with recreation users on the forest. Other contacts are face-to-face, by radio or telephone or in writing with other Forest Service personnel at the District or Forest Supervisor's Office.

Purpose of Contacts

Contacts are to coordinate, collect, and report recreation use data. Additionally, to inform people of current Forest Service policies and answer general questions, or tell the public where they can get their questions answered. Forest Service contacts are to coordinate activities and submit reports.

Physical Demands

Physical stamina to drive long distances over a variety of roads to reach interview sites and to stand for long periods of time while conducting interviews.

Work Environment

Field and office work are required. Field work hazards include risk of injury from extensive driving required to reach interview sites and possible injury from other vehicles while standing at the interview site. Includes occasional exposure to inclement weather such as rain, cold, or heat. Office work is accomplished in office settings at various locations. Work environment will be primarily field work.

Outreach Notice

Forestry Technician GS-03 or GS-04

_____________ National Forest

Hot Springs, Arkansas

The ______________ National Forest is planning to advertise one or possibly two GS-0462 Forestry Technician positions to conduct the National Recreation Use Survey on the ________________ National Forest. The position is expected to be either a GS-03 or GS-04 depending on classification and will be open to all Forest Service employees and the general public.

This is a temporary position with an estimated average of 3 or 4 work days a week from January 1, 2000 to December 31, 2000. Work days may include week days, weekends, or holidays and will be in accordance with a predetermined schedule. The work sites will be located across the ______________________ National Forest in Arkansas and Oklahoma at various exit points for recreation areas, wilderness areas, forest roads, or along forest scenic highways. Transportation will be provided by the Forest Service and applicants must be able to obtain a government drivers license. The reporting duty station for the position is negotiable.

The duties include conducting interviews with recreation users as they exit recreation areas, wilderness areas, forest roads, or along forest scenic highways. The incumbent will be required to coordinate with the appropriate district recreation manager and locate the survey site, install a traffic counter, set up the interview pull-off with signs and traffic cones, conduct voluntary traffic stops, interview users, and record data required on the interview forms. The interviews will be conducted for a minimum of 6 hours beginning at scheduled times . The incumbent must be appropriately dressed (uniforms will be provided) and immediately recognizable as a Forest Service employee.

Prior to leaving the site location at the end of the interview period the incumbent will review all data forms for clarity and completeness, record the traffic count from the traffic counter at the end of the last interview, and remove the traffic signs and cones. They return to the site at the end of a 24 hour period to record the traffic count again and remove the traffic counter. They will periodically send completed data entry forms to the appropriate individual. The incumbent will work independently but will keep their supervisor informed of progress or any problems that develop.

Please contact ____________________ in the Forest Supervisor's Office if you or anyone you know is interested in this position. If you have questions or need additional information, please give Steve a call. He can be reached by phone at __________________ ; Fax _________________ ; e-mail from IBM: ___________________ ; and, e-mail from the Internet: _______________________ . Thanks for your interest and we look forward to hearing from you.

APPENDIX B-Sample Job Hazard Analysis

Insert Page 1 of JHA here.

Insert Page 2 of JHA here

APPENDIX C – Sample Law Enforcement Plan

NATIONAL FOREST RECREATION USE MONITORING LAW ENFORCEMENT PLAN (for 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, 2004 through September 30, 2005.

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, sex, 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 video and 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 8-10 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

Approval

I approve the ________________________ National Forest's participation in the National Forest Recreation Use Monitoring project and the use of roadside interviews at the above locations from October 1, 2001 through September 30, 2002.

____ ________________________

FOREST SUPERVISOR DATE

____________________ National Forest

APPENDIX D- Sample Press Release

National Forest Surveys Coming Your Way!!!

Soon, you may see more Forest Service and contract employees working in developed and dispersed recreation sites and along Forest Service roads. They will be wearing bright orange vests and be near a sign that says “Traffic Survey Ahead”. Just like the postman these folks may be out in all kinds of adverse weather conditions. These folks are waiting to talk to you, so please pull over for an interview. These well trained interviewers want to know about your visit to the national forest. All information you give is confidential and the survey is voluntary.

This on-going national forest survey has already been conducted once on every National Forest in the country. We are now returning 5 years later to update the information previously gathered as well as to look at recreation trends over time. The information is useful for forest planning and even local community tourism planning. It provides the National Forest managers with an estimate of how many people actually recreate on federal lands and what activities they engage in while there. Other important information forest and tourism planners need includes how satisfied people were with their visit and the economic impact of your recreation visit on the local economy. So many small towns are struggling and they hope that tourism may help strengthen their communities. This is one way to estimate the effects.

This recreation visitor program gathers basic visitor information. All responses are totally confidential, in fact a person’s name is never written anywhere on the survey. The basic interview lasts about 6 minutes. Every other visitor is asked a few additional questions which may take an additional 5 minutes. The questions visitors are asked include: where they recreated on the Forest, how many people they traveled with, how long they were on the Forest, what other recreation sites they visited while on the Forest, and how satisfied they were 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.

Information collected in this national study will be used in local Forest planning, at the state planning level, and even by Congress. The more they know about the visitors, especially their satisfaction and desires, the better managers can provide for their needs.

Although the survey is entirely voluntary, we sure would appreciate it if visitors would pull up and answer a few questions. It’s important for them 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. Even if you answered the survey questions once already, we would like to talk to you about each of your national forest visit, so if you see us out there again, please stop for another interview. If you have any questions about this program you can visit our web site at **http://www.fs.fed.us/recreation/programs/nvum** or call Sue Kocis at 707.574.6233

APPENDIX E- Sample Special Use Permit Letter

(use this letter to mail to concessionaires & permittees from whom proxy data is needed and/or to inform them on-site surveys will be conducted at the site they manage)

File Code: 2300/****
Date: <Date>

<Special Use Permit Holder>
<Company>
<Address>
<Address>

<Dear Special Use Permit Holder>:

The <your National Forest> National Forest is participating in a nationwide Recreation Use Survey beginning October 1, 2004, and extending through September 30, 2005. This survey will ask visitors to provide information on how they use National Forest System lands and their level of satisfaction with the facilities provided. Information collected in this national study will be used in local Forest planning, at the state planning level, and even by Congress. I need your help in order to accurately administer this Visitor Use Survey.

I will require some specific use information from you in order to accurately complete the National Recreation Use Survey. I am requesting that you keep track of the use at your special use permitted facility, and report this information on a quarterly basis for the period of October 1, 2004 thru September 30, 2005. The following table lists the specific reporting requirements needed for your authorized special use permitted facility/facilities. Please note the box/boxes checked for your reporting requirements and the corresponding sites. <Forests may want to delete the non-applicable proxy codes to prevent confusion. >

Type of Data to Report	**Number counted**
❑ Number of sites sold	
❑ Number of fee envelopes collected per person.	
❑ Number of fee envelopes collected per site.	
❑ Number of tickets sold per individual.	
❑ Number of tickets sold per group.	
❑ Number of tickets sold per vehicle.	
❑ Number of registration forms (1 per person).	
❑ Number of registration forms (1 per group).	
❑ Number of registration forms (1 per room night).	
❑ Number of skier days.	
❑ Number of tolls collected per person.	
❑ Number of tolls collected per vehicle.	

The above information must be submitted on a quarterly basis. The enclosed NVUM Data Form <or form you develop> is provided for your use. Please complete this form and return a copy to <Name, address, and phone number of person collecting this information> within one week of the end of each quarter. This information is critical to the success of the National Visitor Use Monitoring project.

In addition to this quarterly use report, Forest Service employees (or contracted representatives) will be conducting personal interviews with forest visitors. The date and location of these interviews are enclosed for your information.

Please take note of those interviews that are related to 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 willingness to provide the required visitation information for this year and look forward to working with you to accomplish this important survey. Please contact <Your Forest Recreation Use Survey coordinator, address, and phone number> with any questions about this survey.

Sincerely,

<NAME>

Forest Supervisor

enclosures **<Attach the sample calendar for your forest with dates and locations highlighted specific to each permit holder. Attach the NVUM Proxy Data Form with specific sites highlighted for your permit holder, or create a separate form for them to complete.>**

APPENDIX F- Road Manager Permission Letter

Dear Road Manager,

The USDA Forest Service is conducting a National Visitor Use Monitoring program 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.

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. Traffic counters are placed to record volume for a 24-hour period. On-site interviewing and observations of traffic are conducted for 6 hours at specific rest areas. Interviewers will not stop or direct traffic, only contact people who have pulled into the rest area and choose to stop. The federal Office of Management and Budged has approved the interview form for onsite interviews. Our interviewers have been trained to set up traffic counters, conduct interviews, and exercise basic safety precautions when working around high-speed roads. The signs used have been approved by our engineers for these specific situations.

We are asking your permission to conduct interviews and place traffic counters across roads at the following locations on the dates specified. We also have a few questions we would like you answer to help us get a better estimate of traffic volume along specific roads. Please take a few minutes to study our request and answer any questions you can. Please return this letter with either affirmative or negative approval to conduct the project.

Do you have any recent (last 5 years) traffic counts for the roads listed below? Do you know of any recent (last 5 years) traffic studies or surveys that have been conducted along these roads? If so, could you send us whatever information you have?

Road Name/ Number *(Forests- list ALL View Corridor roads from your survey calendar))*

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 would be glad to share any information we gather with you. If you have questions or concerns about this project please call xxxxx at (xxx)-xxx-xxxx. Thank-you for your assistance.

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	Dates	permission granted

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.

____

Your Name Position Title Date

APPENDIX G- Equipment Checklist

Each interviewer should bring some personal items for comfort and safety. These may include a name badge, rain gear, uniform, gloves, space blanket, poncho, thermos, cooler, insect repellent, sunscreen, sunglasses, sun hat, beach umbrella, extra food, extra clothes, fresh water, and reading material. Perhaps the following checklist will help.

HAVE YOU…

- ❑ Practiced both the interview forms and using the counters?
- ❑ Reviewed the Job Hazard Analysis?
- ❑ Checked out with your boss?

ARE YOU SURE YOU….

- ❑ Know where you are going? Do you have forest maps for visitors and yourself?
- ❑ Know how and where to set up the traffic counters and signs?
- ❑ Have enough gas and that your vehicle is in proper working order?

FOR SAFETY, DO YOU HAVE….

- ❑ Radio/cell phone?
- ❑ Safety vest?
- ❑ Traffic cones?
- ❑ Road signs, sign holders, sandbags, clamps?
- ❑ Food and water?
- ❑ Uniform or other appropriate clothing?
- ❑ First-aid kit?
- ❑ Flashlight?
- ❑ Umbrella, raincoat or poncho?
- ❑ Your supervisor's home phone number, sheriff or LEO phone numbers?

TO CONDUCT INTERVIEWS, DO YOU HAVE….

- ❑ Briefcase with hand tally counter?
- ❑ Lock and chain for TC, extra magnets, hammer, spikes and tubing for TC and duct tape?
- ❑ Plenty of survey forms plus the activity card?
- ❑ Watch?
- ❑ Optional: table, chair, water for visitors, handouts for visitor?

APPENDIX H- Pre-survey Inspection Form

From Prescott NF

Survey Date: 4-14-02 Site Name: 23) CO RD 75-EAST CHERRY Site # 33

__**X**__AM; ____PM Scheduled Start Time: 0800 Proxy Code: N/A Strata: ***H*** M L

Interview Location/Directions (specify which direction on road is exiting traffic): Head to I-17 & take it north to Hwy 260. Follow 260 west for 3 or 4 miles and turn left at Co Rd 75. The site is near where the paved road turns to dirt. Traffic exits east.

Visitor Count Data Source: ____Proxy; __**X**_ Non-Proxy (need counter)

Counter Type(s): __**X** _Pneumatic Counter (road); ___Infrared Counter (trail); ____Both

Site Type: ____OUDS; ___DUDS; ____Wilderness; __**X**__GFA; ____View Corridor

Special Site Type Instructions:

Interview Type:

_**X**_Voluntary Traffic Pull-Off ____Trailhead Interview

____Parking Lot Interview ____Viewing Corridor (interview? ____Y; ____N)

Special Safety Concerns: Could be hot & dusty with high sun exposure.

Special Equipment Needs:

Sign Placement Instructions and Diagram:

Sign # 1(entrance): Near the yellow “primitive road” sign.

FS & Visitor Parking: On a wide shoulder just after the pavement turns to dirt.

Sign # 3: At 1st drainage on south side of road, 80’ from the fs vehicle.

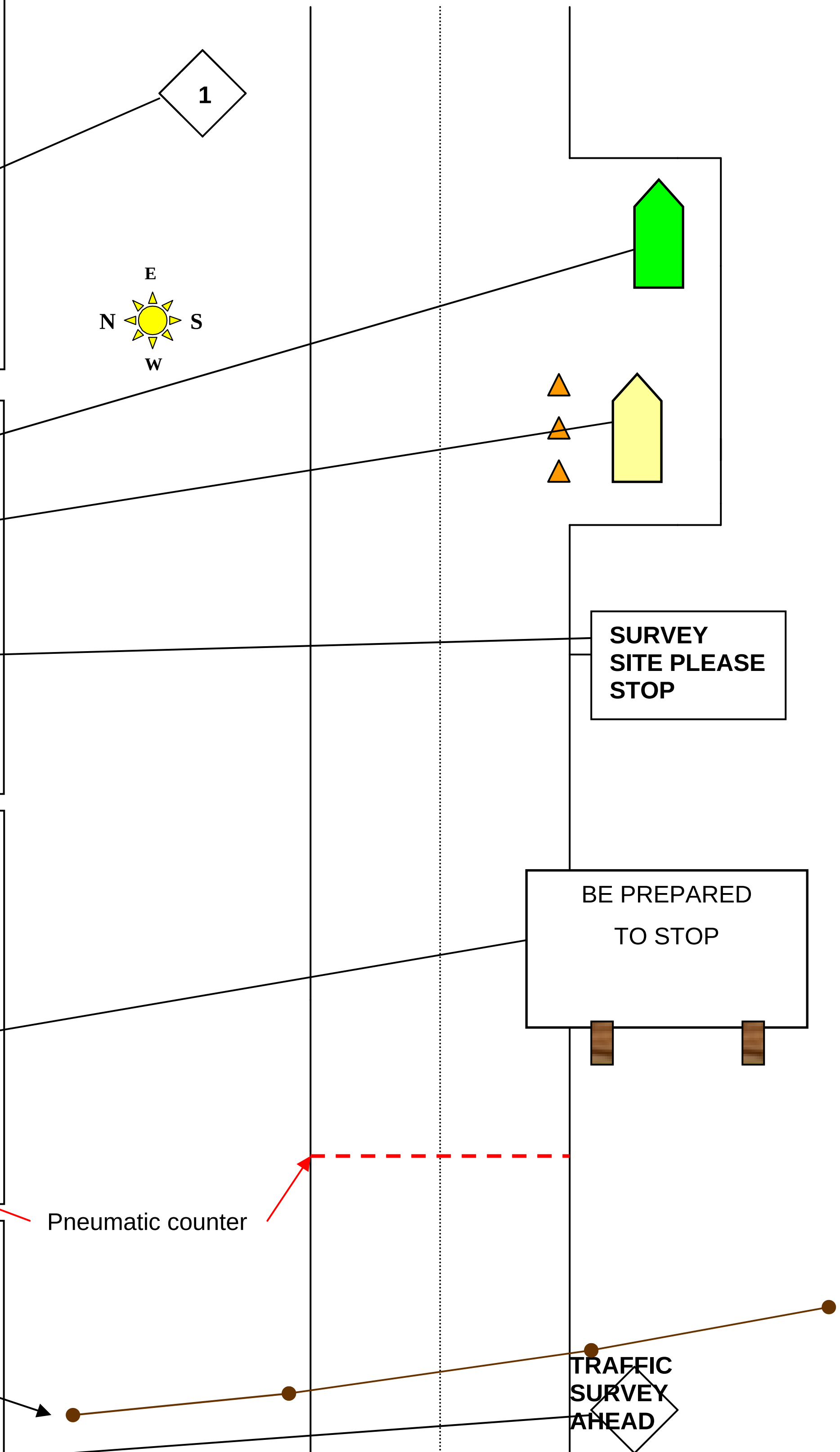
Sign # 2: Between signs 1 & 3.

Sign # 1 (exit): Under the power line.

Request Back-up Calendar Date: _____ Reason: ________________________________

Pre-Survey Completed by: ___Baxter & Bryan_________ Date_____1-15-02_________

SITENAME: 23) CO RD 75 – EAST CHERRY SITE #: 33



APPENDIX I- Special Event/ Organization Camp Report Form & Traffic Counter Form

Recreation Special Events & Organization Camp Use Form

For NVUM project- FILLED IN EXAMPLE

Region No.: 03

Forest Name & No.: Kaibab/07

Event Name/Org Camp	Total number of participants for event and organization camp use			
	10/1/04-12/31/04	01/01/05-3/31/05	4/01/05-6/30/05	07/01/05-9/30/05
Big Boy Scout Camp	0	80	600	0
Rainbow Family Gathering National	0	0	20,000	0
Mom Endurance Ride	0	45	0	0
Betheda Church Camp	0	200	1,000	0
Battle of Olustee	0	30,000	0	0

Recreation Special Events & Organization Camp Use Form

For NVUM project

Region No.: ______________________________________

Forest Name & No.: ______________________________________

Event Name/Org Camp	Total number of participants for event and organization camp use			
	10/1/04- 12/31/04	01/01/05- 3/31/05	4/01/05- 6/30/05	07/01/051- 9/30/05

Traffic Counter Data Collection Sheet

(not required but very helpful if traffic count is suspect)

Sampling Location or Site Name: ________________ Date: ____________________

Counter brand and serial number or property number: _________________ Interval Setting: 1 hour

Name of Data Collector: __________________

Place a °check in this column to denote time counter was started	Time	Log noXX	Recorded Counts
	12:00 a.m. (midnight)		
	12:30		
	1:00		
	1:30		
	2:00		
	2:30		
	3:00		
	3:30		
	4:00		
	4:30		
	5:00		
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	12:00 p.m. (noon)		
	12:30		
	1:00		
	1:30		
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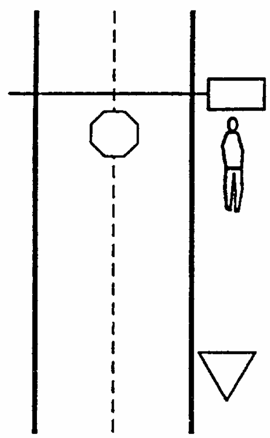
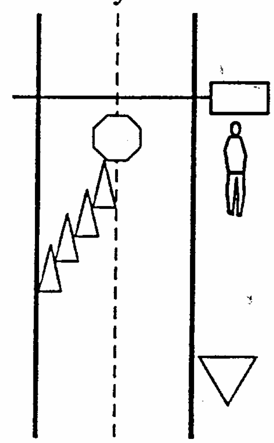
	11:30		

APPENDIX J- Special Interview Site Set Up Situations



a. Two lanes, two way traffic.



b. Two lanes, one way traffic.

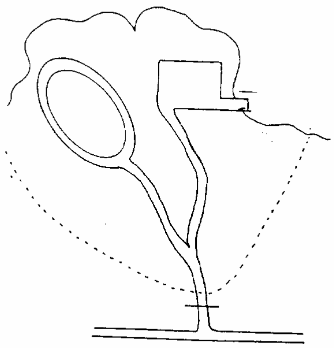
a. If surveying on a two lane road with two way directional traffic, the survey site should be similar to this illustration.

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.

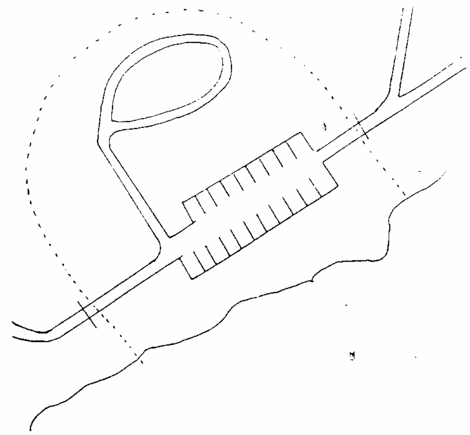
LEGEND

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

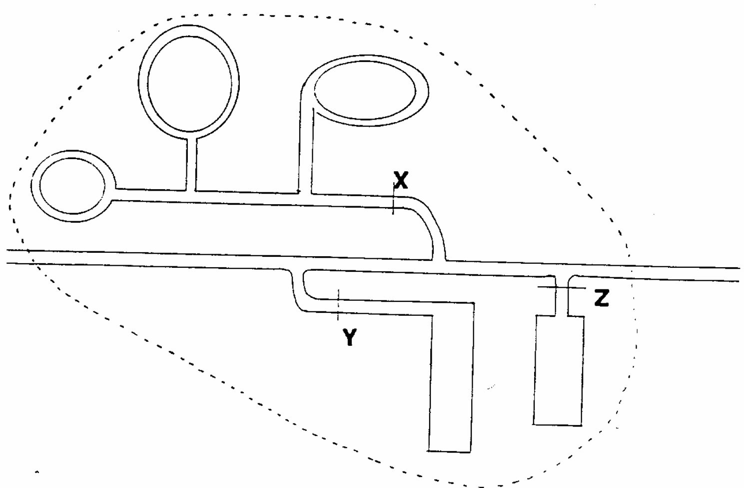
Figure 16. Alternative survey site locations (Continued)



A. Recreation area with single entrance/exit.

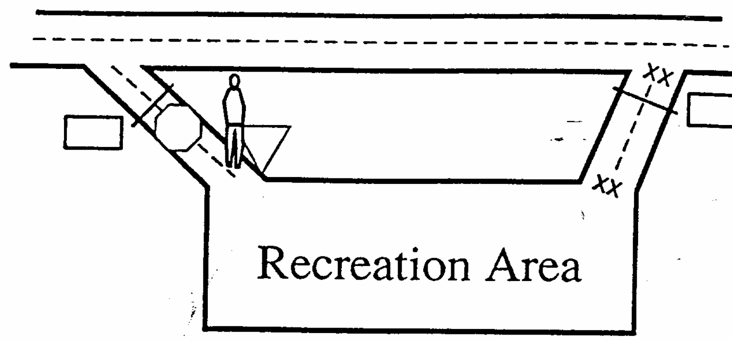


B. Recreation area with two entrances/exits.

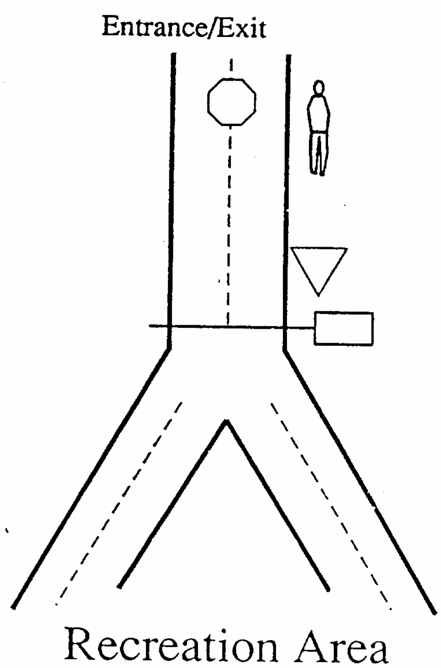


C. Recreation area with three meters measuring use at three subareas.

Figure C2. Examples of recreation areas



f. Recreation area with two entrance/exits.

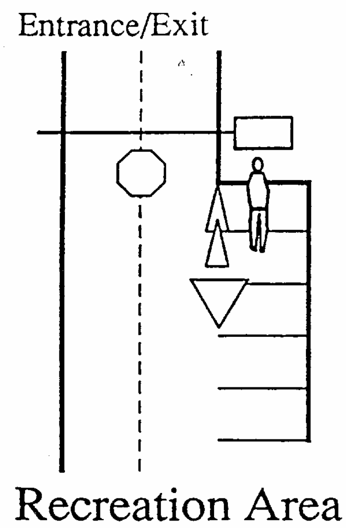


g. Two lanes, two way traffic with meter at intersection.

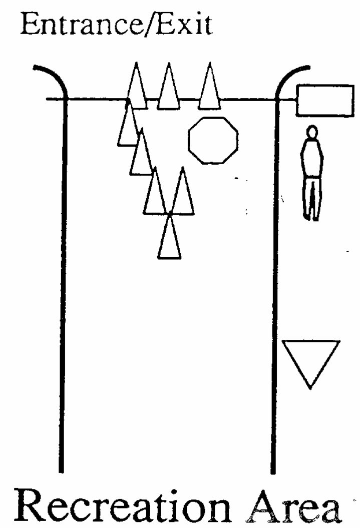
f. If an area has two exits, but only one is to be surveyed, the second exit must be blocked during the survey.

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.

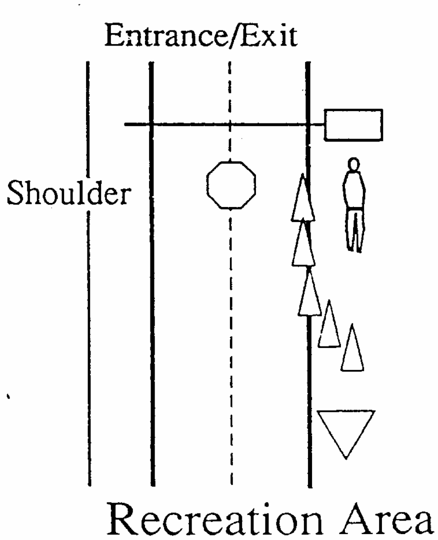
Figure 16. (Concluded)



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.

Figure 16. (Continued)

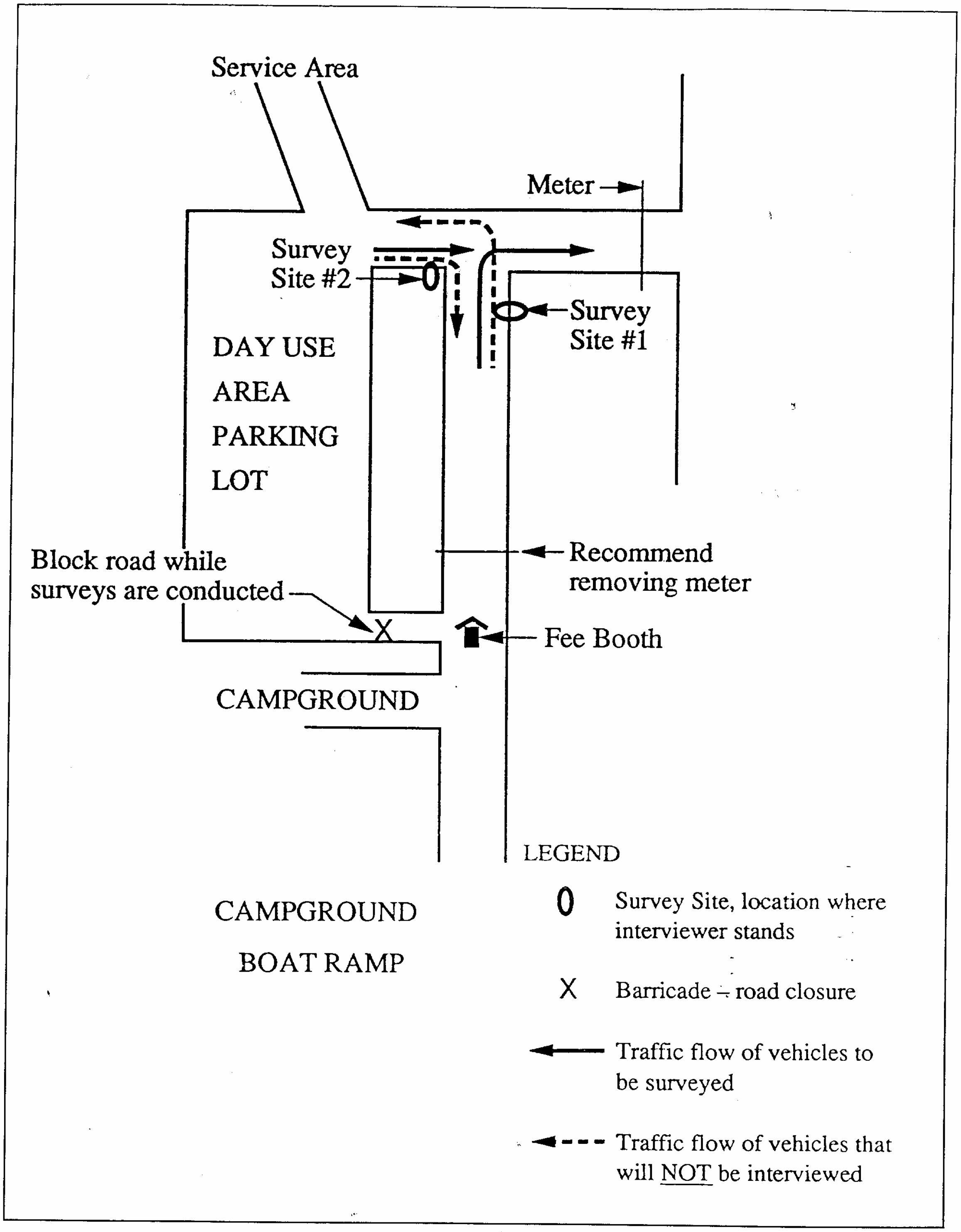


Figure A3. One meter, two survey sites, two areas

A8

Appendix A Special Instructions

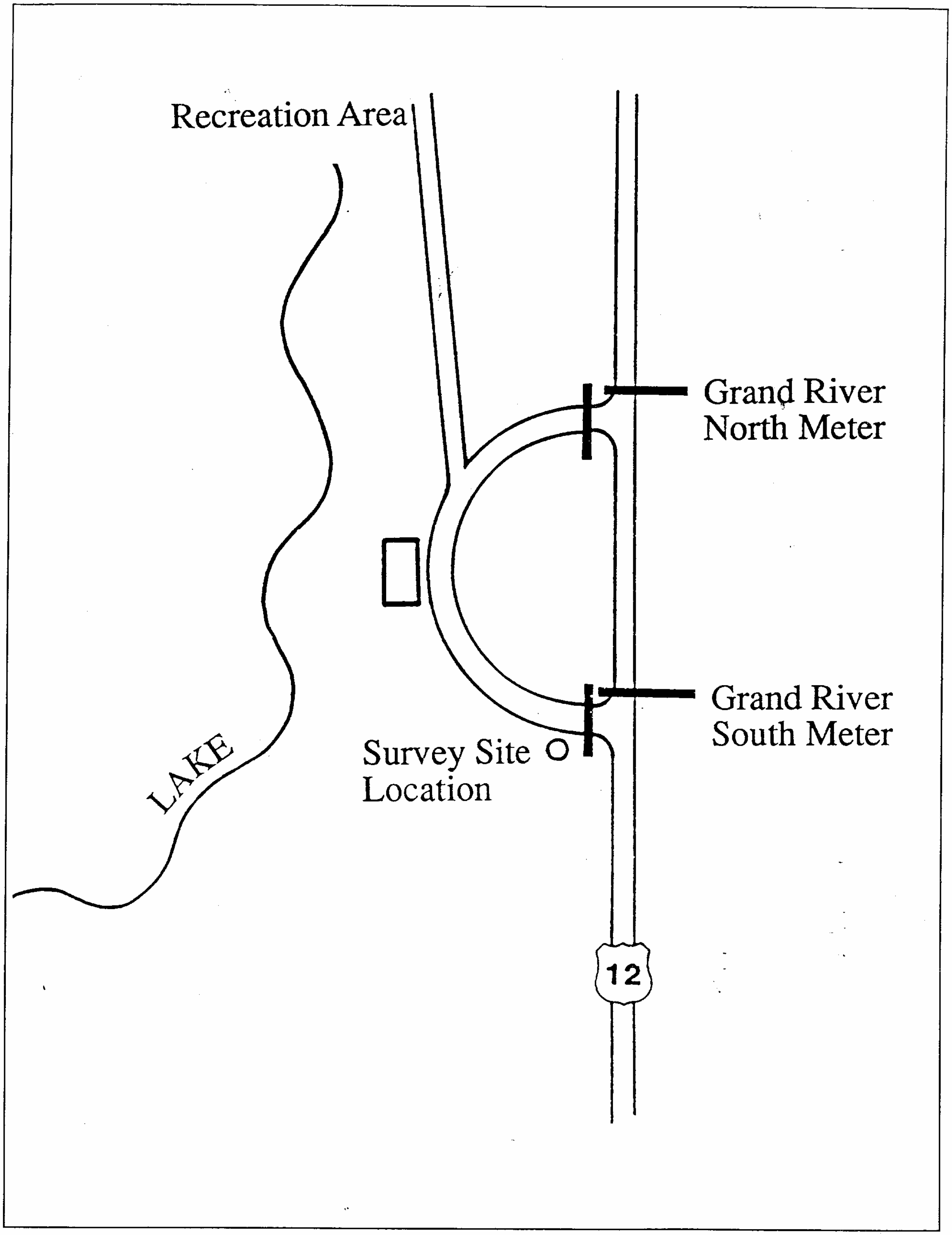


Figure A2. A recreation area having two meters, requiring only one survey site

A5

Appendix A Special Instructions

APPENDIX K – ALASKA CRUISE SHIP INTERVIEW FORM

Alaska Cruise Ship Interview Form

Administrative Information (complete prior to starting interview) Interviewer Name:________________________

Region	Forest	Site Number	Month Day Year	Time of interview
☐	☐	☐☐☐☐☐☐	☐-☐ ☐	☐☐:☐☐

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

☐ **No** ⇨ thank visitor/ end interview
☐ **Yes** ⇨ Go to Q2 ⇨

Q2. Are you a cruise ship passenger?

☐ **No** ⇨ thank visitor/ end interview
☐ **Yes** ⇨ Go to Q3

Q3. What is your home zip code?

☐☐☐☐☐

Q4. Which of these categories best describes your age?

☐ under 16 ☐ 16-19
☐ 20-29 ☐ 30-39
☐ 40-49 ☐ 50-59
☐ 60-69 ☐ 70 +

Q5. Gender

☐ Female
☐ Male

Q6. During this cruise, did you or do you plan to go to any places on the Tongass NF for recreation? Note: visitor must actually step foot on NF lands to count as a Yes here.

☐ **No** ⇨ Go to Q7.

☐ **Yes** ⇨ **How many times during this cruise?** (write in number of times) ________________

Q6a. Specifically where did you go?

List all sites that are on NF here.

Q6b. How did you get there?

(Circle number matching travel mode)

Site	Car	bus	boat	air	ferry	train	bike	walk	other
______________________	1	2	3	4	5	6	7	8	9
______________________	1	2	3	4	5	6	7	8	9
______________________	1	2	3	4	5	6	7	8	9
______________________	1	2	3	4	5	6	7	8	9
______________________	1	2	3	4	5	6	7	8	9

TURN PAGE OVER

Car=car, truck, van air= plane, helicopter

Q7. During this cruise, did you or do you plan to go on any excursions to view Tongass NF lands from a distance? Note: these would be trips where the visitor did not step foot on NF land but did look at it.

- ☐ **No** ⇨ thank visitor and end interview.
- ☐ **Yes** ⇨ **How many times during this cruise?** (write in number of times) ________________

Q7a. Specifically where did you go?

List all sites that are on NF here.

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

Q7b. How did you get there?

(Circle number matching travel mode)

Car	bus	boat	air	ferry	train	bike	walk	other
1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9

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