

# Citizen Science

## DIGITAL SURVEY FORM GUIDE

KEEP  
NEW ZEALAND  
BEAUTIFUL



The online form corresponds to the hardcopy form you will have used during your audit. Please make sure all fields are completed accurately.

The first part of the online form is relatively simple to complete regarding the location, weather and grading of your audit site.

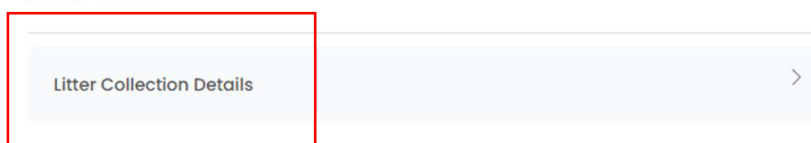
The audit data you have recorded on the hardcopy **Litter Classification & Recording Form** needs to be entered into our online database by clicking **Litter Collection Details** at the bottom of the online form.

A guide to this next step of the form is outlined below:

### Entering data from the Litter Classification & Recording Form

- Click on **Litter Collection Details** at the bottom of the online form - this will take you to a **sub form** where you can enter the litter collection details for each **Material Type** and **Material Subcategory**.

#### Litter Data



- You need to enter each **Material Type** and **Material Subcategory** one by one on the form.
  - Example: In your audit you have collect 3 plastic fruit juice bottles which are less than 1 litre.
    - Select Material Type – PLASTIC
    - Select Material Subcategory – FRUIT JUICE, <1 LITRE
    - Continue to complete the total weight and total count of the items found.

### Upstream Battle Litter Collection Record (Full)

#### Classification

Material type\*

PLASTIC



Material subcategory\*

Fruit juice, <1 litre



PL14

Total Weight (kg)

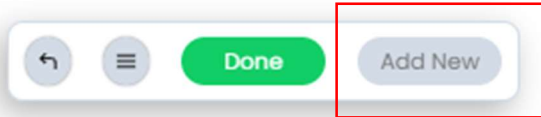
Total Count of Items Found\*

3

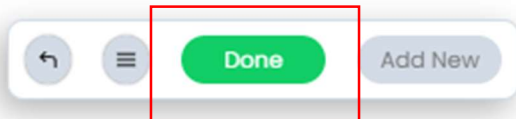
#### Description

Description

- Once all the details are entered and complete for a specific **Material Type** and **Material Subcategory** select the **ADD NEW** button at the bottom of the form to add your next **Material Type** and **Material Subcategory**.



- Once you have completed entering all of your **Material Types** and **Material Subcategories** for your audit select **DONE**.



- This will return you to the first page of the form. Ensure all details are correctly entered. Once all of the fields are completed to match your hardcopy form hit the **SUBMIT** button.

