

## FY07 BLM Visitor Survey - Instructions for On-Site Visitor Survey Administration

- Since every BLM site is unique, these procedures were developed by the University of Idaho Park Studies Unit (UI PSU) as a general set of guidelines. To ensure that all surveys distributed in the FY06 field season can be aggregated it's important to follow the guidelines at all sites. However, if you experience problems at your site please contact the UI PSU **for suggestions and directions on how to adapt the methods for your site.** (contact [Jennifer Hoger, 208-885-4806](mailto:Jennifer.Hoger@BLM.gov))
  - Each site will receive a package containing all the materials necessary for the completion of the survey process. A checklist of materials will be included to ensure each site has the full compliment of materials. Please check all materials before beginning survey distribution.
  - It is critical that these surveys represent a cross-section of all visitors to your BLM area; i.e. age, race, gender, activity. To reach this cross-section of visitors, select a sampling period (with the guidance of the UI PSU) between 30-60 days. If visitation to your site(s) is low, you can contact the UI PSU for an extension of up to 30 days.
  - During the Survey Period, a minimum of 8 sampling days should be used to collect the surveys. A sampling day **could** consist of a four-hour period of time that may occur in the morning, afternoon, or evening, depending on visitation to that site. This may be extended for areas that have sporadic visitation throughout the day. Select sampling days that represent a mix of weekend days and weekdays spread out across the sampling period. The goal here is to get the biggest mix of visitors possible to reduce the sampling bias.
  - Use an objective method of selecting visitors to survey. Instead of just surveying those who appear friendly or approachable or who have extra time to complete a survey, employ one of the following approaches:
    - ~ Every ***n***th visitor to exit a specific area
    - ~ A visitor at every ***n***th campsite
    - ~ Every ***n***th visitor past an imaginary line across a trail
- \***n**th equals a predetermined number, for example- every 3<sup>rd</sup> person, to ensure a randomized sample.*
- Give the survey to only **one person**, 18 years or older, in each group. Do not give the survey to more than one person in each group. Groups should **NOT** collaborate on responses to survey questions.
  - Visitors who wish to **volunteer** to fill out the survey are **NOT allowed** in order to maintain a scientific sample. Explain to the visitor that this is a scientific sample that does not allow for volunteers however, their opinions are very important to the BLM and they should be directed to whom they can address their concerns and suggestions. Visitors should be selected to complete the survey **after** they have spent some time in the area. Visitors will not be able to accurately comment on the area if they have not yet experienced it.
  - To ensure confidentiality and security, locked drop boxes will be provided. All completed surveys are to be deposited in the locked drop box by the respondent. Surveys will arrive at the sites folded in half to fit easily into the boxes. **Please encourage respondents to not add additional folds in order to maximize drop box space.** Do not leave the locked drop boxes unattended at any time.
  - **Make it easy** for visitors to complete the survey. Provide clipboards and pencils. Provide respondents with sufficient time and privacy to fill out the survey. In areas that are hot or have limited shade- set up a little hospitality station with water or shade. Have the respondents deposit surveys directly into the box.
  - The UI PSU will provide the locked drop boxes to the BLM. Two will arrive at the beginning of the survey with all other survey materials. As the box becomes too full, contact Jennifer Hoger

for a replacement (208-885-4806). These boxes will be exchanged via FedEx to maintain efficiency.

- **Keep Accurate Records.** This is extremely important. Record your progress daily by completing the "Daily Surveyor Report." At the completion of the survey period, the site coordinator will complete the "Coordinator Report" which will summarize the daily reports. All reports will need to be sent back in the enclosed envelope to Jennifer Hoger at the UI PSU.
- **To contact Jennifer Hoger,** UI PSU, call: 208-885-4806, email [jhoger@uidaho.edu](mailto:jhoger@uidaho.edu), or fax: 208-885-4261.
- **To contact Vicki Josupait,** BLM Visitor Survey Lead, call: 303-236-6313, email: Victoria\_Josupait@blm.gov