The Border Trash Cleanup Field Form is designed to make cleanups of accumulated trash sites due to uncontrolled or unauthorized border crossings in Arizona's borderlands more efficient and data collection more consistent. Only fill out this form if your efforts include the cleanup of border trash. The cleanup coordinator should fill out this form with as much information as possible. Upon completion of the cleanup, the data from the form should be submitted electronically on the Arizona Border Trash (AZBT) website (www.azbordertrash.gov).

Methodology: **Fill out one form per cleanup area**. If you are conducting a cleanup of a large area and are dividing the area into sub-sites, fill out one form per each sub-site. In the Cleanup Event Name section, start with the general name of the cleanup, then follow with the sub-site name (ex.: Friends of the Santa Cruz River Spring Cleanup – Sub-site Skunks group), so that it is clear that each sub-site was part of the larger cleanup event. If you are cleaning up a road that has scattered trash along it, record GPS coordinates for the beginning of the road in the GPS section of the form, then record the end coordinates in the Notes/Comments section of the form, and state that it was a road. Remember that this form is designed for actual cleanups of border trash only and not other forms of wildcat dumping, visits to scope out areas to clean up or restoration efforts. Collect all field forms when the cleanup is complete and report the results in the online field form found at https://www.azbordertrash.gov/documenting.html. Required fields are marked with an asterisk (*). This will allow the data to be shared with others and used for future cleanups, and will help illustrate the extent of the border trash issue.

*Date of Cleanup: List the start and end dates and year of the cleanup, and if it continued for more than one day. For cleanups that take place in a timeframe other than two days in a row, indicate that in the Notes/Comments section. **Initial Visit**: Check this if this is the first visit to this area or check **Return Visit** if your group has cleaned up this same site in the past. *Cleanup Event Name**: Specify the name the cleanup is being referred to as (ex. ADEQ Fall Cleanup 2009). If sub-sites were cleaned up, use the same Cleanup Event Name, followed by a hyphen and the sub-site name.

LEADER OF CLEANUP GROUP: The cleanup coordinator's information goes here for tracking and future contact. Consider using a supervisor's name and contact information if staff change frequently. *Group Name: List the name of the group that the cleanup coordinator belongs to. In the online field form, select your group name from a dropdown menu of approved group names. If your group is not listed, please select the "Other" option and type your new group name in the box. Be consistent in how you name the group when documenting multiple entries from the same group and watch the use of dashes or spaces. After administrative review, your group name will be added as an option on the dropdown menu. **Email/Regular Phone/Extension**: List the email address, phone and extension where the cleanup coordinator can be reached during regular business hours, for if someone wants to contact you about the cleanup afterward. Phone numbers must include area code and be entered in the proper format for online submission. If you include an email address on the online form, you will receive an email confirmation upon submission, including a copy of the submitted field form. **Contact Phone at Cleanup**: List the phone number where you can be reached on the day of the cleanup, such as a cell phone number. At least one form of contact information is required in the online form.

ACCOMPANYING STAFF/VOLUNTEERS: This covers information about the staff/volunteers participating in the cleanup. **# of People**: Total number of people participating in the cleanup of that site. The second page of the field form is provided for more detailed tracking purposes for your records only, and the information is not captured on the website. Details about this section are described at the end of these instructions.

LAND INFORMATION: This provides an image of where the cleanup took place. *Site Name: List the name this site is commonly referred to as (ex. Silverbell Road - Ironwood Forest National Monument). Be consistent in how you name the site when documenting multiple entries from the same site and watch the use of dashes or spaces. **GPS Coordinates (Latitude N/Longitude W)**: Document the location of the cleanup using a GPS to get the Lat N/Long W measurements. Take the measurement at the approximate center of the cleanup area, using decimal degrees and a datum of WGS 84. If you are unable to use this form of measurement or want to confirm the location of your coordinates, there are coordinate conversion and map tools available on the AZBT website in the online field form that can help you convert your coordinates to the requested method of measurement or verify the location. On the map feature, zoom in to select your cleanup location and click the map. The coordinates will be placed in the field form. Use the coordinate conversion links to convert from any coordinate format into the preferred format, then copy and paste the results into the field form. Coordinates entered in degrees/minutes/seconds will automatically convert to decimal degrees, but other formats need to be converted. For a road, note the start point in the Lat/Long section of the field form, and note the end point Lat/Long measurements in the Notes/Comments section, and state that it was a road. Field forms without GPS coordinates will still reflect in the data set, but will not be visible on the map. **Elevation**: List the approximate elevation of the area where the cleanup is taking place, in feet. **Terrain**: List information about the terrain of where the cleanup is taking place, to aid in future cleanups (ex. In canyon filled with ocotillo and sparse brush). **Slope**: List the approximate slope of the area, in percent. (A 5% slope represents an area that rises or falls 5 feet over a 100-foot length.) **Location Description**: Provide additional information about the physical cleanup location for use at future cleanups (ex. About five miles southeast of Buenos Aires National Wildlife Refuge). **Distance from Parking**: List how far, in feet, the cleanup site is from the parking area. **Distance from Facilities**: List how far, in feet, the cleanup site is from any facility, including a port-a-potty. **Distance from Roadway**: List how far, in feet, the cleanup site is from the roadway. The roadway may or may not be the same as the parking area. *County: Cochise, La Paz, Maricopa, Pima, Pinal, Santa Cruz & Yuma: These are the counties that lie within the 100 km border region specified by the La Paz Agreement. Check off the county in which the cleanup location lies. Some properties could span more than one

county; choose the predominant county. If unknown, use the map in the online field form to zoom in far enough to determine the appropriate county. *Land Owner: U.S. BLM, U.S. Forest Service, Indian Reservation, Local or State Park, Military, National Park or Monument, Private, State Trust, Wildlife Refuge, or Other: Check off who owns the land or how the land is designated. More than one category may apply. If "other", please specify. *Land Use: Park/Refuge, Cattle/Grazing/Ranchland, Residential/Populated, or Other: Check off how the land is used. More than one category may apply. If "other", please specify. Soil Type: Rocky, Sandy, Clay, or Other: Check off the nature of the soil where the cleanup is taking place. If "other", please specify. Accessibility: Car, ATV, Foot, Aerial, Horse, 4x4, High Clearance or Other: Check off the primary mode of transportation needed to get to the cleanup area. More than one may apply. If "other", please specify.

BORDER TRASH COLLECTED: This provides information on how much trash was collected during the cleanup. Number of Bags: List the number of bags of trash that were filled during this cleanup. *Estimated Weight (lbs): List an estimate of the total weight, in pounds, of all of the bags that were filled during this cleanup and other items. Since bag size varies, this allows for the data from different cleanups to be compared. Include the weight of bicycles, gas tanks and tires collected in the total weight calculations. Do not include the weight of vehicles. If *burned* vehicles are removed, note the estimated weight in the Notes/Comments section of the field form, since they are considered trash. No other vehicle weights are captured. If bags are disposed of in a rolloff taken to a landfill, use weight provided at landfill and subtract the weight of the rolloff bin. For sub-site cleanups, if you cannot get a weight per sub-site, divide the total weight by the number of sub-sites to get an approximate weight per sub-site and enter that on each field form for the cleanup. If you are cleaning up an area with a mix of border trash and household illegal dumping/wildcat dumping, estimate how much of the trash collected was border trash only. Site Entirely Cleaned Up: Yes No: Check off whether you were able to entirely clean up the site or if trash remains. Estimated Affected Area: (sq ft or acres): List an estimate of the total area that was affected by the border trash. If a small area, list in square feet. If the trash spans acres, list it in acres. On the online form, enter the number then specify sq ft or acres by clicking the appropriate radio button. Taken to Landfill: Yes No: Check off if the trash from the cleanup was taken to a landfill for disposal. Landfill Name/County: List the landfill where the trash was disposed of, and the county it is in. Landfill Tipping Fees: List the fees that were incurred to dispose of the border trash from the cleanup at a landfill. If cleaning up sub-sites, divide total landfill tipping fees by number of sub-sites to get a fee estimate per sub-site. Estimated Cleanup Cost: List an estimate of the total cost involved with conducting the cleanup. In addition to landfill tipping fees, include staff hourly costs, supplies, transportation costs, travel, etc, and in-kind service values. In-Kind Services: Yes No: Check off whether in-kind services were used to conduct the cleanup. Specify In-Kind Services: List the types of in-kind services that were provided to conduct the cleanup (ex. Donation of lunch for volunteers by Mom & Pop Grocery Store). # Hours to Complete Cleanup: List the total number of hours it took to complete the cleanup, including travel time, even if trash remains. Total # Person Hours: List the total number of person hours that contributed to the cleanup. Calculate this by totaling the hours listed for each volunteer from the second page of the field form. If each volunteer did the same number of hours of work, multiply the number of volunteers by the # Hours to Complete Cleanup to get Total # Person Hours.

SPECIAL SITUATIONS ENCOUNTERED (check all that apply): This applies to items encountered in the cleanup area, during the time of your cleanup, and aids in planning for future cleanups in this same area. Check appropriate box(es). Illegal Dumping: It is assumed that you encountered border trash during your cleanup. Only check the "Illegal Dumping" box if household or wildcat dumping other than border trash was also encountered. Tires: Mark if any tires were collected and note the quantity in the Notes/Comments section. Bicycles: Mark if any bicycles were collected, and note the quantity in the Notes/Comments section. Abandoned Vehicles: Intact Not Functional Burned: Mark if any abandoned vehicles were encountered. Specify whether the condition of the vehicle was Intact (able to be driven), Not functional (not driveable) or Burned. Drug Smugglers: Mark if drug smugglers were encountered. Drugs: Mark if drugs were encountered. Weapons: Mark if any weapons were encountered. Illegal Immigration: Mark if any illegal immigration was encountered during the time of your cleanup; i.e. you witnessed it taking place. It is implied that illegal immigration has taken place, since the trash exists, and should only be checked if immigration is actually witnessed during the cleanup. Human Smugglers: Mark if any human smugglers were encountered. Human Remains: Mark if human remains were encountered. Bees: Mark if a large number of bees were encountered. Rattlesnakes: Mark if rattlesnakes were encountered. Scorpions: Mark if scorpions were encountered. Abandoned Horses: Mark if you came across domesticated horses that may have been used for smuggling (not those normally found on ranchlands). Endangered Species: Mark if any of the wildlife you encountered is an endangered species and list what you encountered in the Notes/Comments section. Fences Cut: Mark if you noticed that fences or barbed wire had been cut. Roads Created/Disturbed: Mark if you noticed that roads had been created in areas they should not have been, or existing roads were disturbed or rerouted. Archaeological Artifacts: Mark if any archaeological artifacts were encountered. Brush Fires: Mark if you came across any brush fires. Other Wildlife (specify): Specify if any other wildlife was encountered. Other Waste (specify): Specify other types of waste you encountered (ex. Drums that appeared to contain waste, cans of chemicals, medical waste etc.)

PHOTOS: Before, During & After: You can include photos of each stage of cleanup. You can add up to three *Before Cleanup* photos, up to three *During Cleanup* photos, and up to three *After Cleanup* photos. Acceptable formats are png, jpg, jpeg or gif, with a maximum size of 4 MB each. Set the camera to a lesser quality to reduce photo size. Try to take photos of the same spot, from the same angle, before, during and after the cleanup. This helps illustrate cleanup efforts and the extent of the border trash issue. After the cleanup, upload photos with your documentation online. To add a photo in the online field form, click Add New and select a photo from your directory. Once uploaded, you can Replace or Delete if needed.

ADDITIONAL INFORMATION: **Notes/Comments**: List any other notes or comments that would aid in planning for a future cleanup of the area. Describe the trash found (ex. several large piles of plastic bottles and backpacks, with clothes and food containers found nearby in another pile.) This is a good place to list your partners for the cleanup. Note if the cleanup area was a sub-site of a larger area.

Please document the cleanup on the Arizona Border Trash website at https://www.azbordertrash.gov/documenting.html. If you click Save in the online system, you can return to the form later to finalize it. You will be given a Document ID number and PIN when saving. Clicking Submit indicates that the form is complete and cannot be re-accessed. You will be given the same Document ID number, but no PIN number when submitting. You can record the date you submit the form and the Document ID number at the bottom of the paper version of your field form. If you provide an e-mail address on the form, you will receive a confirmation e-mail with the data you submitted. Contact AZBorderTrash@azdeq.gov with questions or if you need to revise a submitted field form.

Participant Sign-In and Sign-Out: This is the second page of the field form (paper version only; not in online version). Personal information from this page is not recorded on the AZBT Border Trash website. This section allows the coordinator to track participants to ensure for safety reasons that each participant who signs in when they begin a cleanup also checks out when they are done, and it tracks the number of hours that each participant puts in to the cleanup. The hours can be totaled for use by the coordinator and the participant. Print extra copies if needed. If conducting cleanups of sub-sites, you can ask all participants to sign in on one sheet at the beginning. As they divide into the groups that will clean up each sub-site, the sub-site cleanup leader ONLY needs to document the names and cell phone numbers of the people accompanying them, for safety reasons. There is no need to duplicate the rest of the information, provided that all of the completed sub-site field forms are given back to the event coordinator at the end of the cleanup.

Additional Tips for Effective Submissions of Online Field Forms

- Some users are using the same set of coordinates for multiple cleanups, but the cleanups are not in the same area. Take measurements at each cleanup site, or use the online map to locate the cleanup area on the map and place the GPS coordinates in the field form.
- Check spelling before submittal.
- Save the Document ID number and PIN given to you upon saving or submitting a field form.
- Remember to finalize and submit field forms that are in Saved status.

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