field name	definition	description
source	Source of original respondent data online = data were downloaded from Qualtrics hardcopy = data were entered into the lab entry version of Qualtrics from the paper copy mailed by survey respondent tracking = uniqueID was copied and pasted from the mail tracking file, no survey was returned	hardcopy, online, tracking
source_file	Filename of original respondent data tracking = [enter filename] online = [enter filename] hardcopy = [enter filename]	filename
StartDate	Date and time the survey respondent clicked the survey link.	date and time stamp
EndDate	Data and time the survey respondent submitted their survey.	date and time stamp
Status	Type of response collected from the survey respondent 0 = normal response	0
IPAddress	Survey respondent's IP address	numeric
Progress	Percent completion of survey	numeric
Duration (in seconds)	Number of seconds it took for the survey respondent to complete the survey	numeric
Finished	Indicator of whether the survey was finished by the survey respondent or closed by Purdue. 0 = the respondent left their survey before reaching the end point and the session was manually closed by Purdue 1 = the respondent reached the end point of the survey and submitted the survey	0,1
RecordedDate	Date when survey was recorded in Qualtrics	date and time stamp
ResponseId	Identification used by Qualtrics to identify each respondent	numeric and text string
LocationLatitude	survey repondent's latitude	numeric
LocationLongitude	survey respondent's longitude	numeric
DistributionChannel	description of survey distribution	email
UserLanguage	survey respondent's language code EN = English	EN
data_entry_personnel	What are the initials of the person entering these data?	text string
date_received	What is the date the survey was received? (see date stamp on survey, type MM/DD/YYYY)	numeric
uniqueID	What is the 4 digit code provided to you in the letter or on the first page of the questionnaire? This will indicate that you completed the survey and we will stop sending reminders.	4-digit numeric

receipt_type	Indicate the type of response received. 1=survey 2=phone call 3=email 4=other	1,2,3,4 and text string
receipt_type_4_TEXT	Text entry for Other category above	text string
phone_call_personnel	What are the initials of the person collecting these data over the phone?	text string
response_type	Response type for the survey. Code below: 1 = Complete: online survey has at least one question answered by the respondent 2 = Duplicate: online survey is a duplicate of an already completed online survey 3 = Refusal: respondent refused to complete the survey 4 = Bad Address: survey invitation email bounced due to bad email address, email response received indicating recipient no longer farms or lives there.	1, 2, 3, 4
Q1	What year were you born?	4-digit numeric
Q2	What is your gender?	text string
Q4	What is the highest level of education you have completed? 1= Some formal schooling 2=High school diploma/GED 3=Some college 4=2-year college 5=4-year college 6=Post-graduate degree	1, 2, 3, 4, 5, 6
Q5	Use this format for a Likert table question; [enter question here]. [enter responses below with code, use example below] 1=Never 2=Daily 3=Weekly 4=Monthly 5=1 to 2 times a year	1, 2, 3, 4, 5, text string
Q5_1	a. [enter statement here]	
Q5_2	b. [enter statement here]	
Q5_3	c. [enter statement here]	
Q5_4	d. [enter statement here]	
Q5_5	e. [enter statement here]	
Q5_6	k. Other (please specify):	
Q5_6_TEXT	Text entry for Other category above	

Q6	Use this format for yes/no question; [enter question here]. 0=No 1=Yes	0, 1
thank_you	Thank you. Please share any thoughts, comments, or suggestions on this survey or nutrient management.	text string
add_respondent_notes	Additional respondent comments:Please indicate any additional comments respondents entered on the survey (e.g., in the margins, next to responses, etc.) Enter all comments in quotes. Please enter in the following format:[pg 13, Q21 arrow from Q21 to margin]: "Of course climate changes"; [pg 3, Q7 in margin]: "maybe"; [pg 10, Q12 crossed out answers]: "NA" If none, enter NA	text string
data_entry_notes	Data entry notes: Please indicate any data entry notes/comments/problems here (e.g., illegible handwriting, multiple answers to one question, circles, arrows, etc.) Below are examples for: - respondent who gives more than one answer for a question, - illegible handwriting, and - respondent who did not follow the skip pattern for the U2U tools Please enter your comments in the following format: [pg 10, Q18.d]: responded "not true for either" and "equally true for both"; [pg 14, Q24]: illegible handwriting; [p15, Q30]: circled PhD; [pg 7, Q12.a-e]: ignored skip pattern in 12.a and answered subsequent questions, 12.b "No, and I don't plan to"⍰12.c "Another tool provides this information"⍰12.d "I didn't understand this tool"⍰12.e "No"; If none, enter NA	text string
QC_personnel	Initials of NRSS personnel conducting the Quality Assurance/Quality Control of at least 10% of the Lab Entry survey data.	text string
QC_comments	Any comments/concerns/issues noted by the QC personnel	text string
QC_resolution	A description of the changes made within the data table to address the QC comments	text string
error_1	Question number where an error occurred	numeric
error_2	Question number where an error occurred	numeric
error_3	Question number where an error occurred	numeric
error_4	Question number where an error occurred	numeric
keep	Indicator of whether the survey should be excluded for calculating a response rate 0=bad, not included in response rate calculation 1=good, included in response rate calculation	0, 1
keep_resolution	Explanation of the reason to exclude the data	text string
clean_comments	Any comments/concerns/issues noted during the data cleaning process noted by the Clean personnel	text string
clean_personnel	Initials of NRSS personnel conducting the data cleaning of the entire data set	text string

overall survey data notes:
Enter any notes from the cleaning process that are important. Completed boxes below are included as potential examples.
NUMERIC FIELDS - If survey respondent entered"none" or "-", CHANGED TO "0" IN QUAL COLUMN
Q12: "Don't know" was coded originally as "4" and should have been coded as "9". QUAL column was created during cleaning to change "4" responses to "9" responses.
Q16 and Q26: "No" response was originally coded as "2" and should have been coded as "0". QUAL column was created during cleaning to change "2" responses to "0" responses.