



TO: Great Lakes Region Field Enumerators and Supervisors
FROM: Benjamin Weber, Survey Statisticians
DATE: September 6, 2024
SUBJECT: ARMS Phase II Enumerator Memo

GENERAL INFORMATION & INSTRUCTIONS

	ARMS PHASE II
Stat Contact	Benjamin Weber
Stat Phone	517-324-5309
Project Code	906
Sample Size	IN: 0, MI: 100, OH: 150
Postcard Mail Date	September 16
Enumeration Dates	October 1 – November 30
All Forms Mailed to NOD	November 30
Release Date	May 2025

Notes:

- In addition to mini-schools, enumerators are authorized up to 4 hours of self-study time to review materials in this package, become familiar with the questionnaire, watch training videos, complete quizzes, and go through practice exercises. Use project code **906** for the self-study, and designate this time in iSolved by leaving a comment indicating “home study”. Please refer to the training and supporting material on the Purdue/GLR Website for detailed survey information.
- Data collection may begin once your supervisor has certified you as fully “trained.” All data are to be collected by in person enumeration. All completed good questionnaires must be shipped to the NOD by November 30. All completed Pesticide Applicator Bubble Sheets (Michigan only) should be shipped to East Lansing.
- Any refusal or inaccessible records should be entered in CAPI with a comment explaining what happened.
- Operations that are Out of Business should be submitted in CAPI with comments. Please determine the new operator and include that in comments. A completed “Out of Business” form should be returned to East Lansing for all Out of Business operations.
- Please read all comments, notes and acreage inserts before contacting any operators.
- Not all phone numbers are listed on the front page of the questionnaire. To see all known/potential new phone numbers, review the comment sheets or your CAPI listings. If the phone numbers or addresses in the enumerator notes are valid or invalid, please make the appropriate updates when you verify the address in CAPI.
- If the operation has changed or the target crop acreage is drastically different, leave good notes explaining the situation.
- **Don’t hold completed surveys. Please get them to your supervisor or in UPS to the NOD as soon as possible.**