

# Conservation Effects Assessment Project (CEAP)

## UPS Shipping Procedures

Project Code: 912



# UPS – Keep Records

- Keep track of -
  - Date form was shipped
  - UPS Tracking Number
- Last Day to UPS paper questionnaires to the NOD (not the office!) is **February 27, 2025**
  - **All** questionnaires are shipped to NOD for scanning & keying
    - Including inacc/refusals
    - Use **blue** or **black** ink, not pencil
- Don't wait! Send work to NOD a flow basis, we need the data to come in as you collect it.



# Final Check before Shipping

- Submit all records in CAPI as well
  - Name and address updates in CAPI
- No PII allowed on the questionnaire
  - Use CAPI for comments with PII
- Review the Phase II questionnaire carefully to make sure you have collected and recorded all survey items correctly.
  - Dashes instead of 0's
  - All 1's and 3's filled out



# Final Check before Shipping – Part 2

- Ensure the proper CEAP ID (aka CEAP POID, starts with “6” and is 9 digits long – 6XXXXXXXXX) is written on the questionnaire **and all supplements.**
  - Place completed supplements in the back of the questionnaire prior to shipping.
- Remove any assignments listings, sticky notes, staples, or paper clips from the questionnaire.
- Tell supervisor if you need UPS shipping supplies





**Good Luck and be Safe!**

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