

# 2024 OBJECTIVE YIELD FORM MANAGEMENT

**FORM A** (both crops) – please try to complete as many Form-A's as possible by September 1. Completed Form-A's for good samples (status code 1) refusals (status code 7) and lost samples (status codes 11, 12, & 13) should be submitted in CAPI daily. If someone is still inaccessible on September 1, please continue to try to complete the Form-A and alert your Supervisor of the situation, but do not submit the Form-A yet.

**FORM B** (both crops) – All Form-B's populated to the iPads **MUST** be submitted in CAPI each month. Refusals, lost samples, & samples where the final pre-harvest visit has been completed will not be populated in subsequent months.

**FOR 'GOOD' SAMPLES (BOTH CROPS):** A Form-B is expected to be completed each month. If you are not able to complete the counts for a sample in a given month, please e-mail your Supervisor, the NASDA Coordinator, Alan & Annika, clearly explaining why you were not able to make the counts. In this case, submit a Form-B in CAPI using status code = 8. A Form-B is expected to be submitted the next month.

## **FOR REFUSALS AND LOST SAMPLES (BOTH CROPS):**

**Example 1:** Sample 28 is a refusal. Write notes on the kit envelope & submit the Form-A in CAPI, using status code = 7. Also, please enter the notes from the kit envelope in CAPI. Keep the kit envelope and its contents until the survey is over. Then, you may shred the kit envelope.

**Example 2:** Sample 35 is a lost sample. Write notes on the kit envelope & submit the Form-A in CAPI, using status code 11, 12, or 13 (not status code 6). As with refusals, please enter the notes from the kit envelope in CAPI. Keep the kit envelope and its contents until the survey is over. Then, you may shred the kit envelope.

**FORM E:** (Both crops) - For 'good' samples, the Form-E is completed and **sent to the NOD**, along with the gleaned sample. All other Form-E's (refusals & lost samples) will be submitted by the office, using information from the Form-A that you submitted earlier. There will not be a CAPI instrument for the Form-E's.

**GENERAL:** Keep your Form-B's (good samples) each month for reference in subsequent months. Submit Form-B data EVERY DAY, and return the completed Form-B to the kit envelope each month. If the office has a problem with something submitted, you will be asked to refer to the completed Form-B.

Please document the date and any unusual circumstances on the Form-B's. Also, submit the notes on the Form-B's in CAPI.

**DO NOT SEND ANY OY MATERIALS (FORMS, SAMPLES, ETC.) TO EAST LANSING.**