

## Online Survey Instructions:

The instructions for the online survey form are the same as the survey forms you may receive in the mail. We hope you find the information helpful. It is recommended that you print a copy of each survey form for your records before clicking the "Submit" button.

If you have received a survey form which has the Contractor's Name and Project Information sections already completed, **PLEASE** transcribe all of the information into the Online Survey Form along with the 8 digit number (XX-XXXXXX) in the Project Information box.

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|---|---|
| <b>1</b> <b>CONTRACTOR'S</b><br>Name, Address & Phone # <input type="text" value="XXXX"/> | <b>2</b> <b>PROJECT INFORMATION</b><br>Project Name, City, County <u>«XX-XXXXXX»</u>  |
| «CONTRACTOR NAME»<br>«ADDRESS»<br>«CITY», «STATE» «ZipPlus»<br>«Phone»                    | «PROJECT NAME»<br>«PROJECT STREET»<br><br>City: «PROJECTCITY» County: «PROJECTCOUNTY» |

This information is used to track responses and help the Department keep an accurate number of projects surveyed.

Be sure to accurately specify whether the project is Building or Heavy. If you have any questions or need definitions, move your mouse over the Building or Heavy check boxes on the survey form and a balloon will appear with the definition. If you need further assistance, please feel free to contact the Department at 501-682-4510 during regular business hours.

Remember your classifications when completing the survey form. The classifications vary depending on if the project is Heavy or Building.

If the project is **HEAVY**, and you have equipment operators, please specify the **PIECE of EQUIPMENT** the employee is operating. (i.e. Grader, Rough Bulldozer, Trackhoe, etc.)

If the project is **BUILDING**, and you have equipment operators, please specify the **GROUP NUMBER** in which the equipment is classified. (i.e. Group I, Group II, Group III, Group IV) A description of the equipment can be found online, or by moving your mouse over the group number on the survey form, or you can call the Department at 501-682-4510 during regular business hours.

If you find that the classification for your employee is not on the drop down menu, please call the Department at 501-682-4510 during regular business hours for assistance.