

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. Please feel free to print this page for future reference.

It is recommended that you print a copy of each survey form for your records before clicking the "Submit" button. When you click the "Submit" button, it will open your default e-mail client (Outlook, Outlook Express, etc.) with the encrypted data file attached.

If you have questions or need assistance, please call the Department at 501-682-4510 during regular business hours.

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 as in the example below.

Your Company (Name, Address, & Phone #) «CONTRACTOR NAME» «ADDRESS» «CITY», «STATE» «ZipPlus» «Phone» <input type="checkbox"/> Union (If you are a Union contractor, see below.)	Project Information (Name, Location, & Work Performed) «XX-XXXXXX» «PROJECT NAME» «PROJECT STREET» City: «PROJECTCITY» County: «PROJECTCOUNTY»
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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 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.

If the classification for your employee is not in the drop-down menu, please contact the Department for assistance.

