

Before leaving the home or office to go collect data in the field:

1. Double check materials list to be sure all materials are in the bag.
2. Before departing, check in with your supervisor. Depending on conditions, this may be an in person check out, a text message, or a phone call.
3. Wear comfortable clothes and shoes and dress for the weather (e.g. sunscreen, hat, bug spray).

Materials needed before leaving for data collection in the field:

- Pencils
- Erasers
- Clipboards
- A list of the neighborhoods or street segments you will be assessing
- Maps and directions
- List of neighborhoods, segments, and resources
- Water to drink
- A watch

In the field:

- Arrive by car or bus at the neighborhood, street segment or resource.
- Survey the area visually from inside the car or bus. If conditions appear to be safe, proceed with the assessment.
- Stay with your team. Team members should stay within eyesight and voice contact at all times for safety.

Before completing the PEDS, PARA or GASI instrument:

1. At the top of the form, record...
 - the date of data collection (e.g. MM-DD-YYYY)
 - the data collector ID number
 - the neighborhood, resource or segment ID number
 - all other information at the top of the form (e.g. weather, time, etc.)
2. Notes for completing the form:
 - Complete all items on the form using Xs **not** check marks.
 - Please refer to your operational definitions and instrument protocols to help you code. If still unsure, ask a supervisor.
 - Record any other information that may be important in the notes area or on the back of the page.
 - When you have filled each question, go over the entire survey again to make sure you have completely answered the form and that you are satisfied with your answers.

Specific Procedures for Pedestrian Environment Data Scan (PEDS), PARA and GASI

Pedestrian Environment Data Scan (PEDS)

- Locate the beginning and end of each street segment using your map
- If there is a street that is not on the list, collect data for it using a blank form
- If a segment does not exist, write “does not exist” at the top of the form
- Walk around the segment once without writing anything down, look in all directions
- You will only be doing one PEDS per team for each street segment
- PEDS will be only conducted inside the 500m buffer

Physical Activity Resource Assessment (PARA)

- PARAs will be conducted within the 800m buffer
- Only one PARA is needed for each site within the buffer
- Plazas is a new addition to the PARA and needs to be assessed
- The outlying boundary for a physical activity resource(s) includes
 - If a gate is surrounding the physical activity resource, then the physical activity resource will be assessed from the gate in.
 - If there is no gate, but there is a sidewalk, then the physical activity resource will be assessed from the outer edge of the sidewalk in.
 - If there are no consecutive posts that signify a boundary, then the physical activity resource will be assessed from those posts in.
 - If there is no clear indicating boundary for the physical activity resource, then the physical activity resource will be assessed from the end of the adjacent street(s) in.
 - If there is an outlying ditch that signifies a boundary and there is no sidewalk, gate, or posts, then the physical activity resource will still be assessed from the adjacent street(s) in.
 - If there is a physical activity resource that starts inside the 800m boundary and extends beyond the boundary, then that activity resource should be fully surveyed and assessed.
 - If there is a physical activity resource that is not on the list, collect data for it in a blank Physical Activity Resource Assessment form. Include resource name and street address.

GASI

One person should be taking the Individual GASI (for street segments we are accessing) and the other should be taking the Overall GASI (all goods/services within the 800m buffers)

Individual Street Segment

- Count how many of *each* of the goods or services are on the street segment
- Do not count any good or service more than one time
- Write the count number for all the tallies made in the space under the “count” column for each good or service.
- Make sure to mark the number of each good or service per street segment on the individual GASI form.
- Use this sign \ominus on the individual GASI if there is no good or services on a street segment

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- Record any other information that may be important or unusual in the *Comments and notes* area on the back of the page.

Overall

- For 100% maps
 - a. The overall GASI and Individual GASI numbers should match
 - b. Count all goods and services for all street segments
- For 25% maps
 - a. The overall GASI and Individual GASI numbers should NOT match
 - b. Count all goods and services for all street segments, including those that are randomly selected

After collecting data in the field:

1. Check in with your supervisor to inform them that you and your team have returned safely. Depending on the circumstances, this may be an in person check in, a text message, or a phone call.
2. Return all materials not belonging to the student to your supervisor or instructor.

Completing and Maintaining Data:

1. Before turning your data in, make sure that all forms are complete and accurately filled in.
2. Make sure that all PEDS forms are completed and place them in numerical order. The number of PED forms should match the number of street segments indicated at the bottom of your map and the number of segments on the Individual GASI.
3. Make sure that all PARA forms are completed and place them in numerical order. Make sure that the number of completed PARA forms matches the number of PARA's that have been identified and noted on your map.
4. For the individual GASI form, make sure that each street segment in your neighborhood has been accounted for on your individual GASI form. There should be an individual GASI segment and assessment for every PEDS form. Remember that even the streets where no goods or services were found should be accounted for by placing a zero with a slash through it next to the segment ID.
5. Make sure that the overall GASI form has been accurately filled out and that all markings are legible and can be easily counted. Total all tally markings and write the total number, including those with zero, in the right hand margin next to the category name.
6. Once the data processing has been completed. Place all forms and maps back into your packet and return the packet to your supervisor.