Data Collection & Reporting Tool

Helpful Hints

International Coastal Cleanup

Ocean Conservancy

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- Logging In
  - Site Navigation
    - Entering Data
      - Creating New Sites
        - Editing Site Information
          - Data Reports

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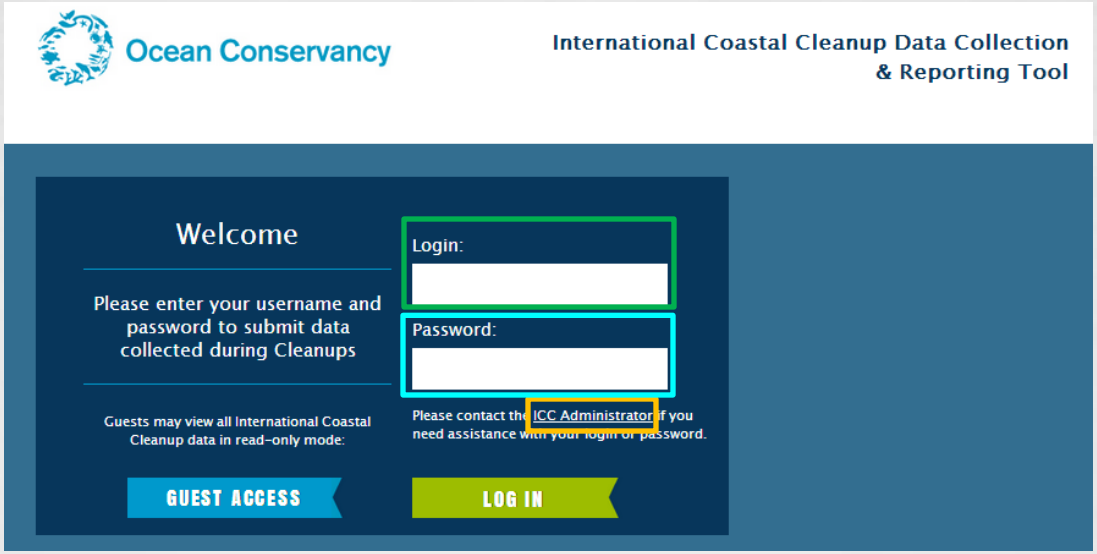
Logging In



- Website
  - www.coastalcleanupdata.org
- Login: Email Address
- Password: Originally created with your account or updated by you
- Trouble logging in?
  - Use the ICC Administrator link to send an email requesting login information
    - Please include first name, last name and which area you coordinate in the email

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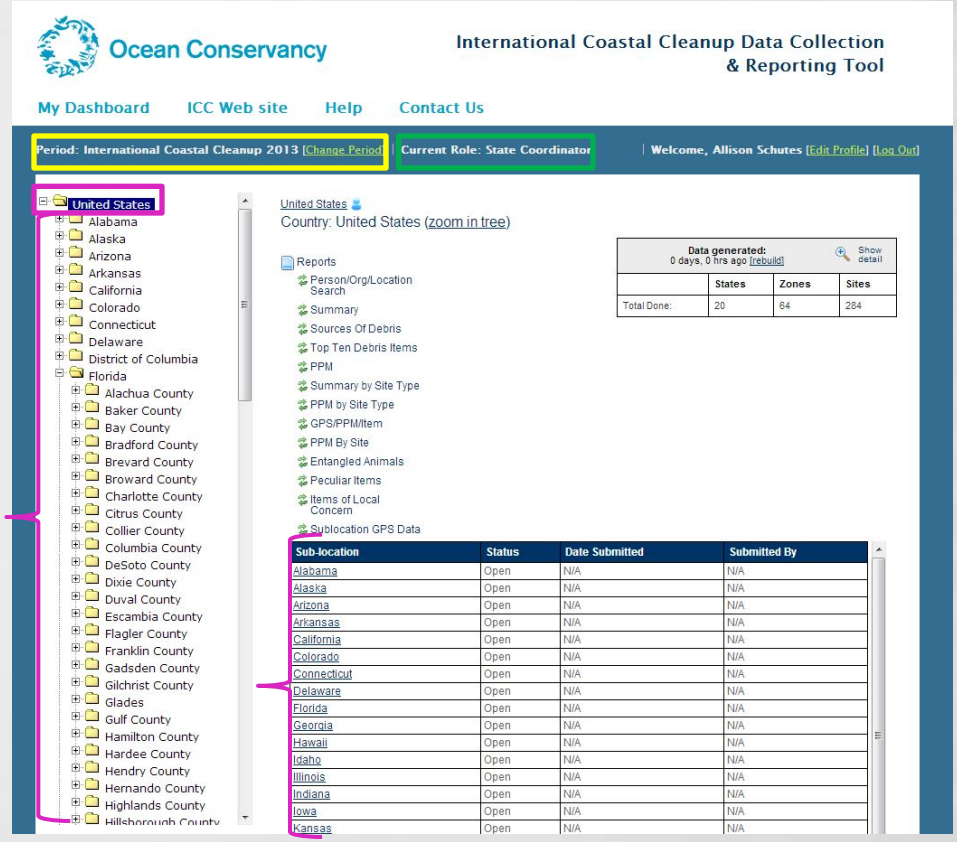
Home Screen: Dashboard

- Period
  - Current year for which you are entering data
- Current Role
  - How you are logged in
    - Country, State, Zone or Site Coordinator
- Navigation to sites
  - Use the folders or chart to navigate through Countries, States and Zones to reach sites
  - Folders and chart will take you to the exact same location



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Navigation to Sites

- Use the folders or chart to navigate to specific sites
  - Select Country
    - States within that Country will appear
  - Select State
    - Zones within the selected State will appear

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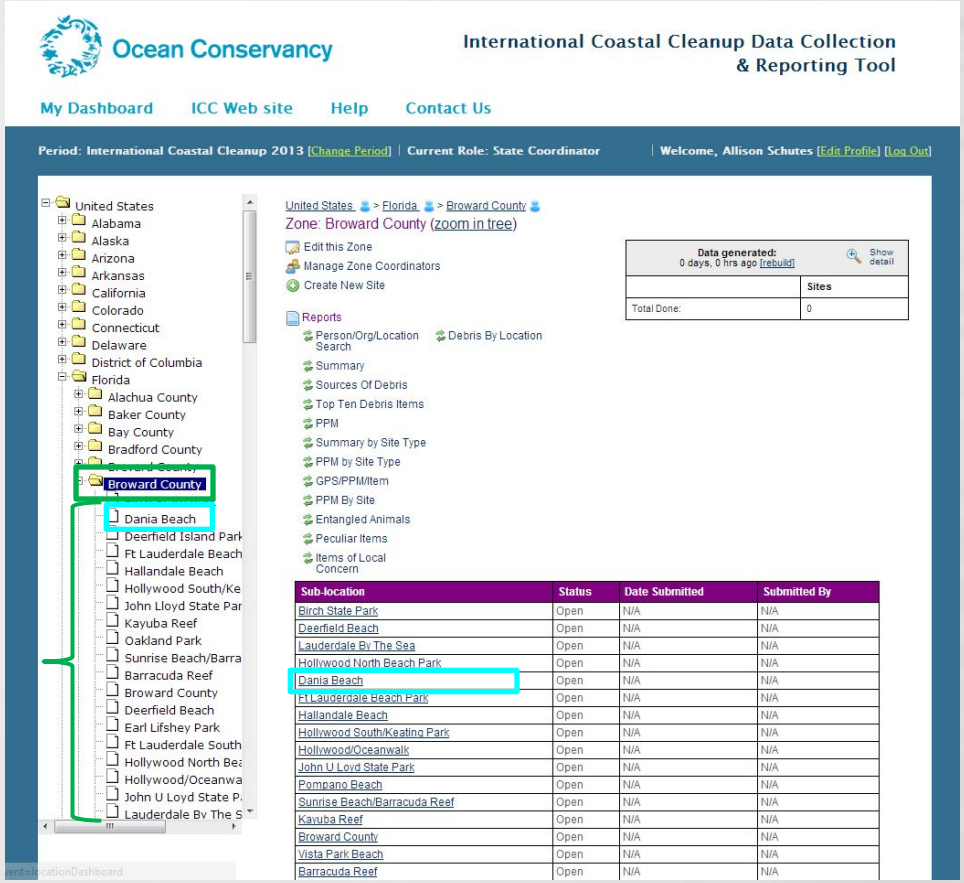
Navigation to Sites

- Select Zone
  - Sites within that Zone will appear
- Select Site you wish to enter data
  - If the site is not listed, please see how to create new sites here



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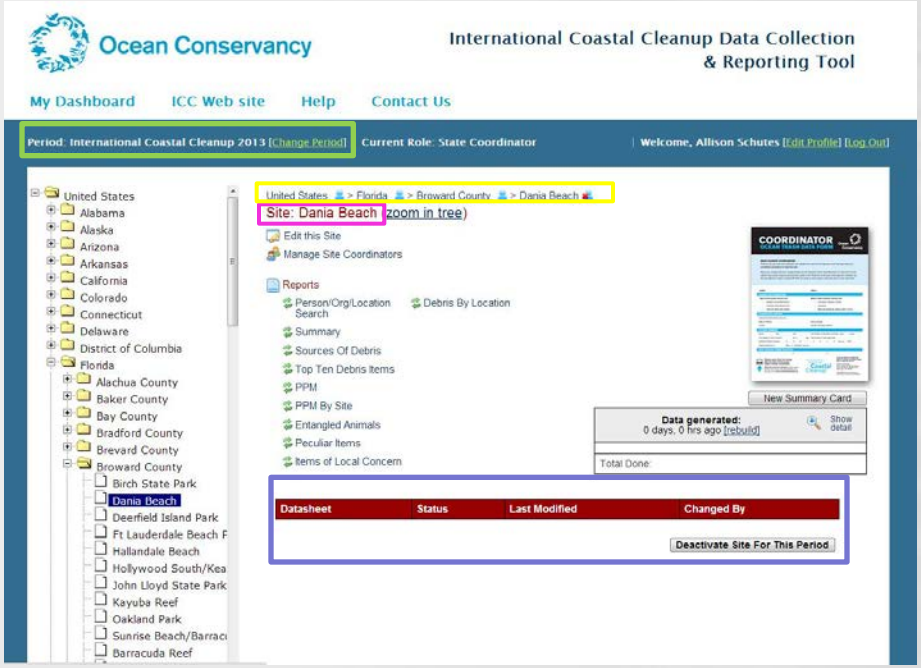
Entering Data

- Check to make sure you are in correct year and site
  - Period: Should represent the current ICC year
  - Navigation explaining the location of the current site
    - Showing Country, State, Zone
  - The current site
    - The site where data you enter will be stored
- The chart shows data cards (if any) already entered for the current site and year
  - No data cards have been entered for this site.



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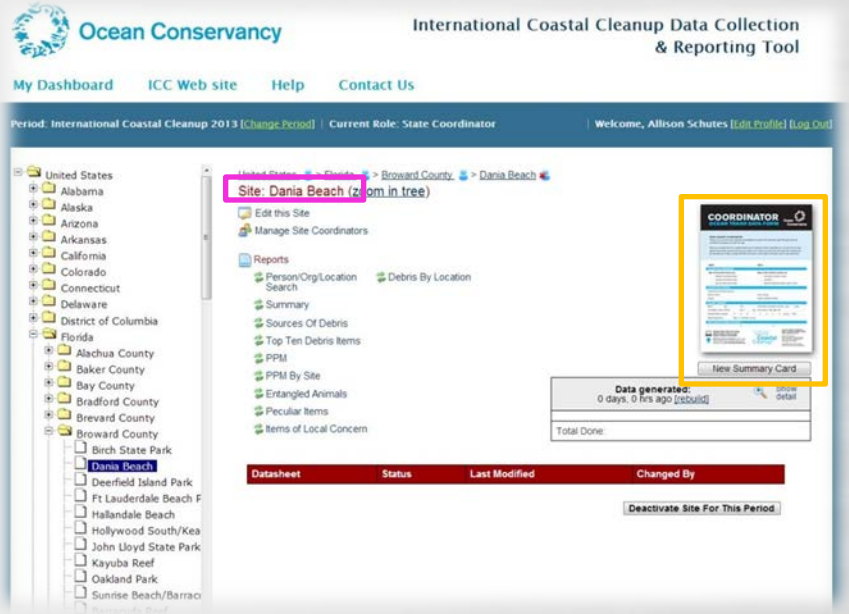
Entering Data

- When on the correct Cleanup site
  - Select New Summary Card
    - This will take you to a digital Coordinator Data Form



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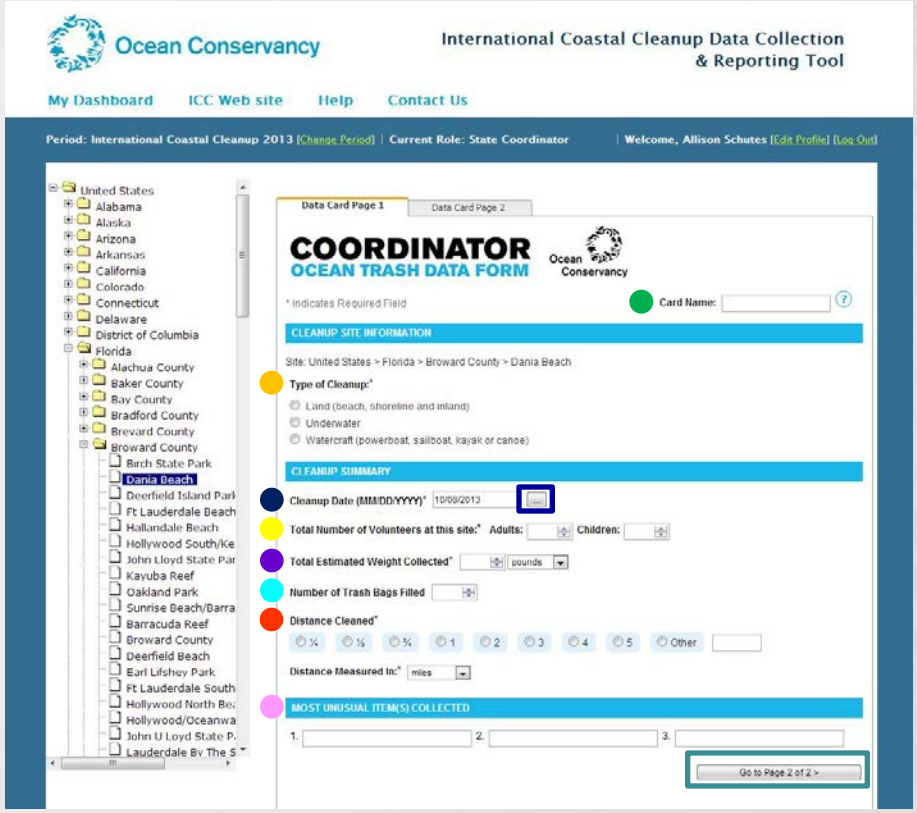
Entering Data

- Card Name
  - You can name each card for easy reference, or the system will automatically assign a numeric name
- Select Type of Cleanup
  - If more than one type of Cleanup occurred, please use two separate cards
- Enter Cleanup Date
  - Enter manually in MM/DD/YYYY format
    - Such as: 09/21/2013
  - Or select [...] to enter date using calendar
- Number of Volunteers
  - Number of Adults and Children at the site
  - The system will calculate total People
- Total Estimated Weight Collected
  - If no weight estimate
    - Use a 15 pound per bag estimate
- Number of Trash Bags Filled
  - Total number of trash bags filled
- Distance Cleaned
  - Enter the shoreline distance of the site, not the combined distance cleaned by each volunteer
- Fill in the three most unusual items collected
- When ready to continue, click Go to Page 2 of 2



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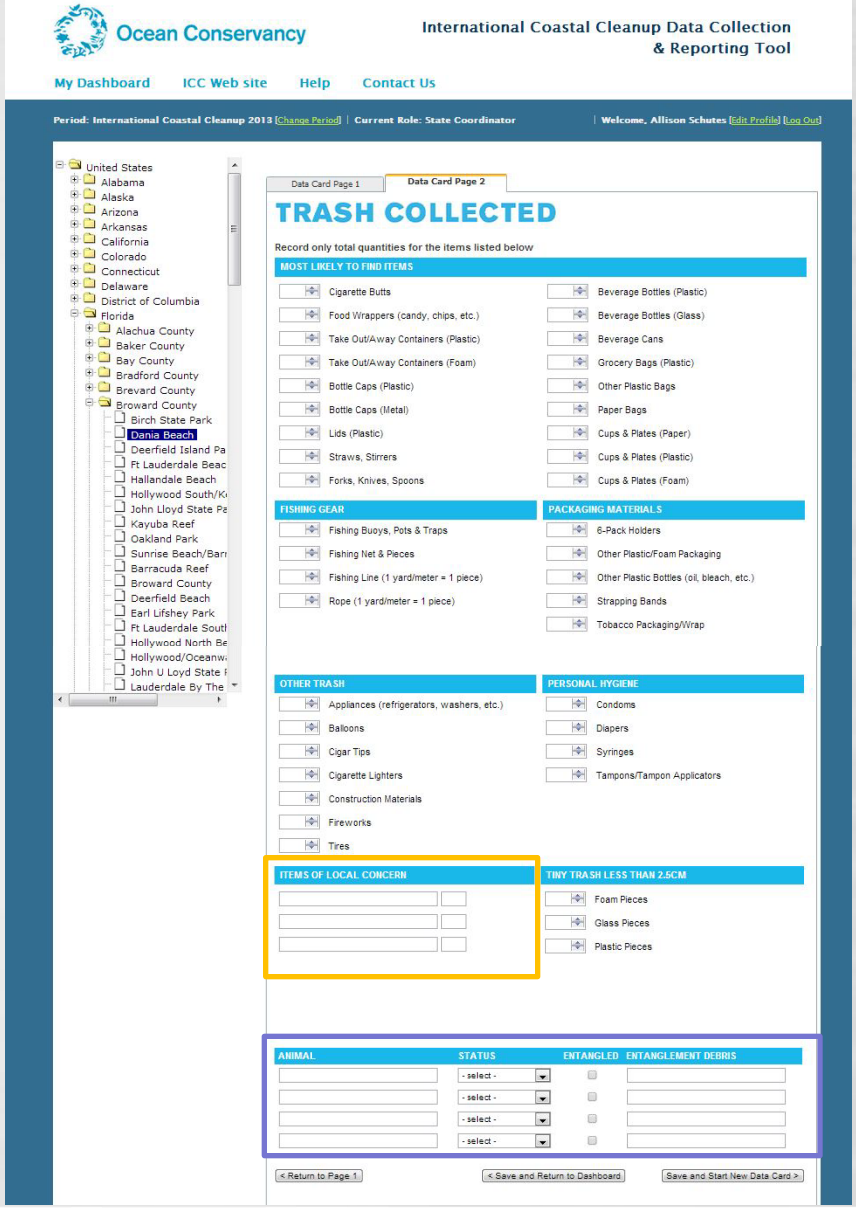
Entering Data

- Fill in the total count for each item found
  - Tab key will move in this order: Most Likely to Find, Fishing Gear, Other Trash, Packaging, Personal Hygiene, Items of Local Concern, Tiny Trash, Animals
  - You can also use the mouse to switch cells
- For items not found during Cleanup
  - Empty cells will automatically be given a zero
- Debris Items of Local Concern
  - Enter three debris items specific to this site or region, or items found that concerned you
    - Examples: lobster bands, flip flops, toothbrushes, resin pellets
  - list each item's total count in the smaller box
  - Please be as specific as possible
    - In addition to marine debris, this section can signal other environmental concerns that we can report to local authorities
- Entangled Animals
  - Please list all injured and dead animals found during Cleanup
    - Write the name or species of animal
    - Select whether the animal was injured or dead
    - If the animal was entangled in debris, check the box
    - List the entanglement debris



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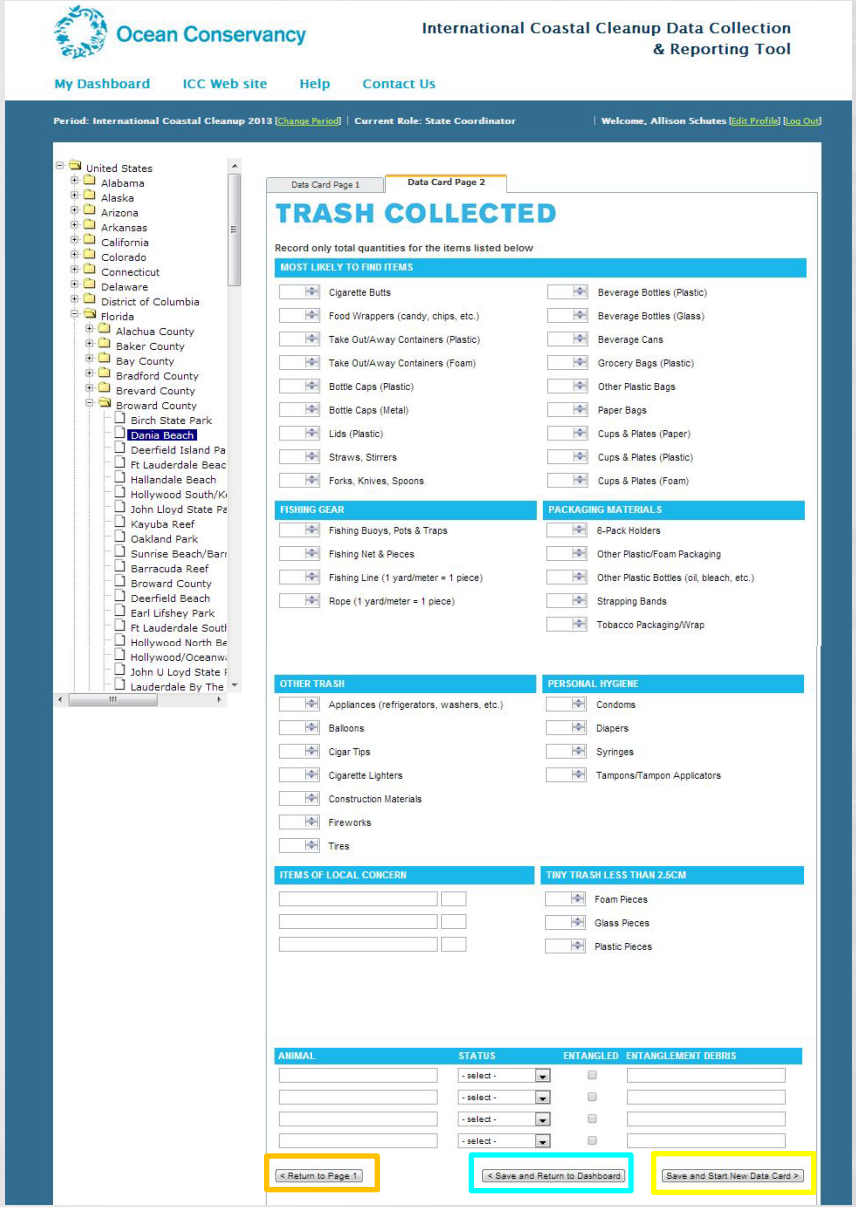
Entering Data

- Saving data, which option to select?
  - Return to Page 1
    - Need to double check information entered on Page 1? This button will take you back to previous page
    - You will need to return to this page and select either of the other two options to save data.
  - Save and Return to Dashboard
    - Finished with data card, ready to move to another site. Selecting this will return you to the current site's homepage (Dashboard)
  - Save and Start a New Data Card
    - Entering data cards individually and ready to start a new data card
    - Or, had another type of Cleanup, such as an underwater Cleanup, that needs to be entered using a separate data card



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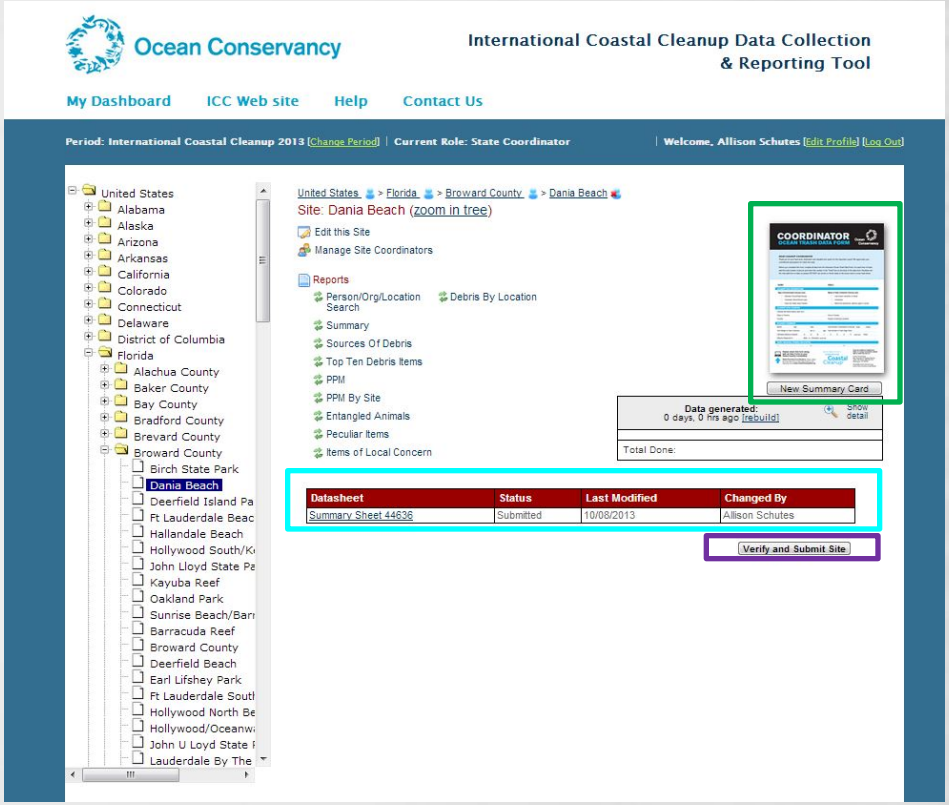
Site Dashboard

- Once data is entered and saved:
  - Return to the site's Dashboard
  - The data is stored in the system. No other action is required.
  - Options:
    - You can see what data cards are entered
    - Have ability to enter more data
    - Option to Verify and Submit site
      - ***Only proceed if you are absolutely positive no changes will need to be made to data***



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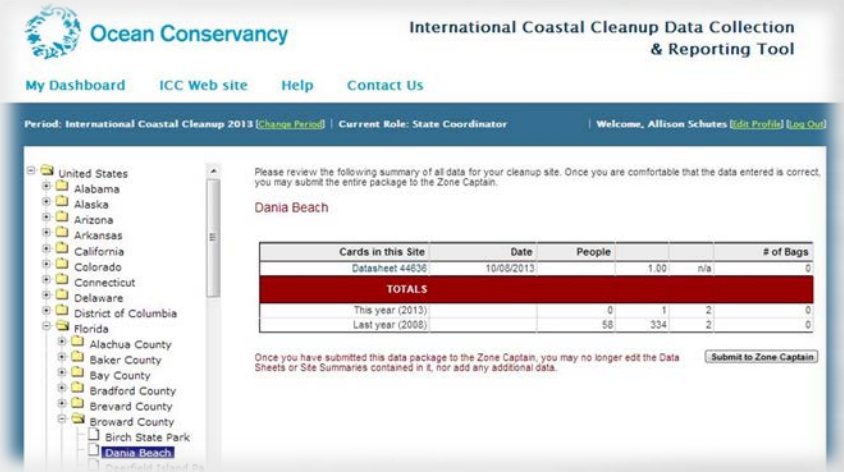
Site Dashboard

- Option of Verify and Submit Site
  - If you click Verify and Submit Site this screen will appear
  - If you click Submit to Zone Captain you:
    - CANNOT edit any of the data entered
    - CANNOT add new data to the site
    - CANNOT make any changes
- It's fine skip Verify and Submit to Zone Captain
  - Please only select Submit to Zone Captain if you are positive no changes will need to be made to data.



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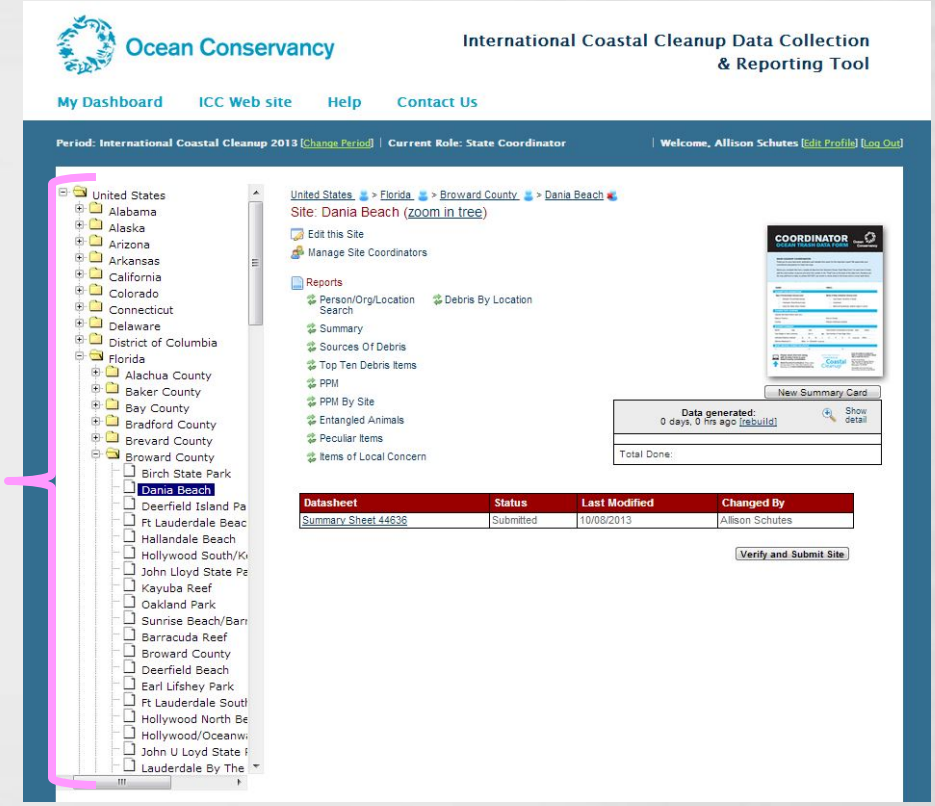
Site Dashboard

- Once data is entered and saved
  - Return to the site's Dashboard
- You are ready to navigate to a new site
  - Use panel on the left to navigate to new site
    - Follow previous steps to enter data for next site



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Creating New Sites

- What if a site is not listed?
  - If a site is not listed under the corresponding zone on the left panel and it is not in the chart, you need to create the site
  - Select Create a New Site

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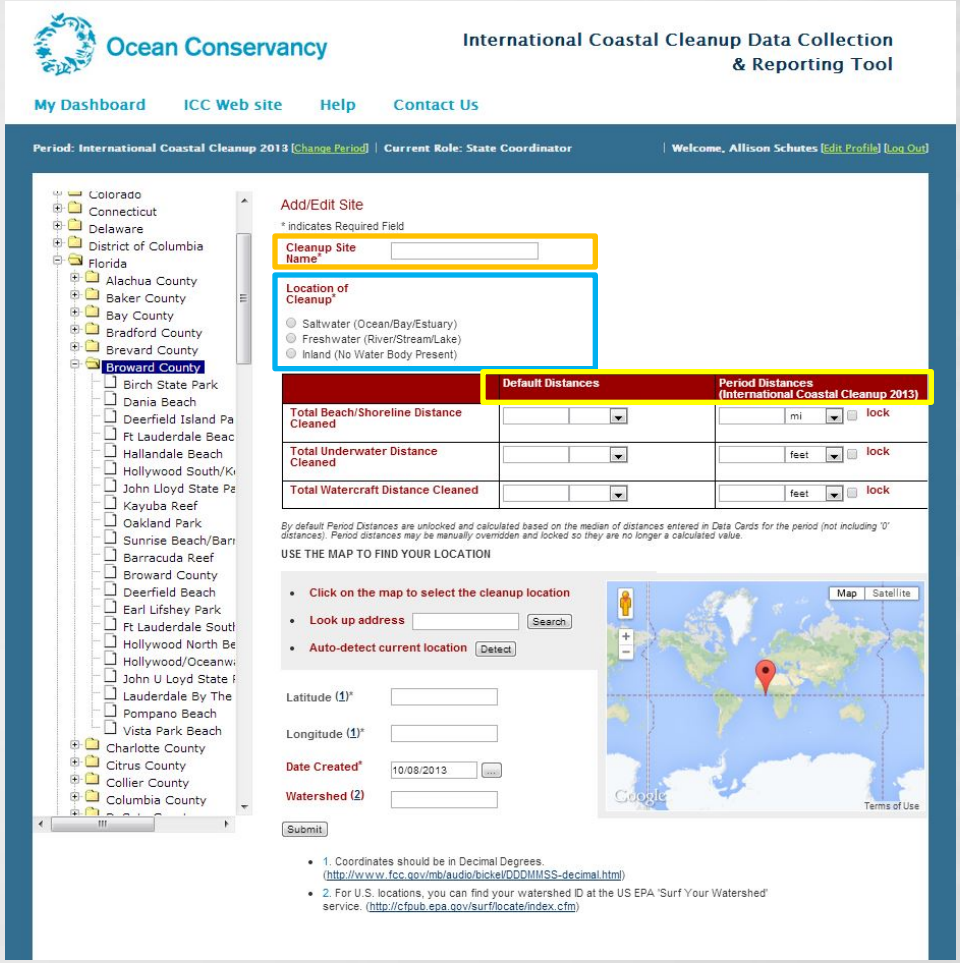
Creating New Sites

- Enter the Cleanup Site Name
  - This should be a geographic reference, something that won't change year to year
- Select Location of Cleanup
  - Saltwater (Ocean/Bay/Estuary)
  - Freshwater (River/Stream/Lake)
  - Inland (No water body present)
- Default Distances
  - This can be left blank
  - Some Cleanup locations have geographic conditions that predetermine the distance that can be cleaned



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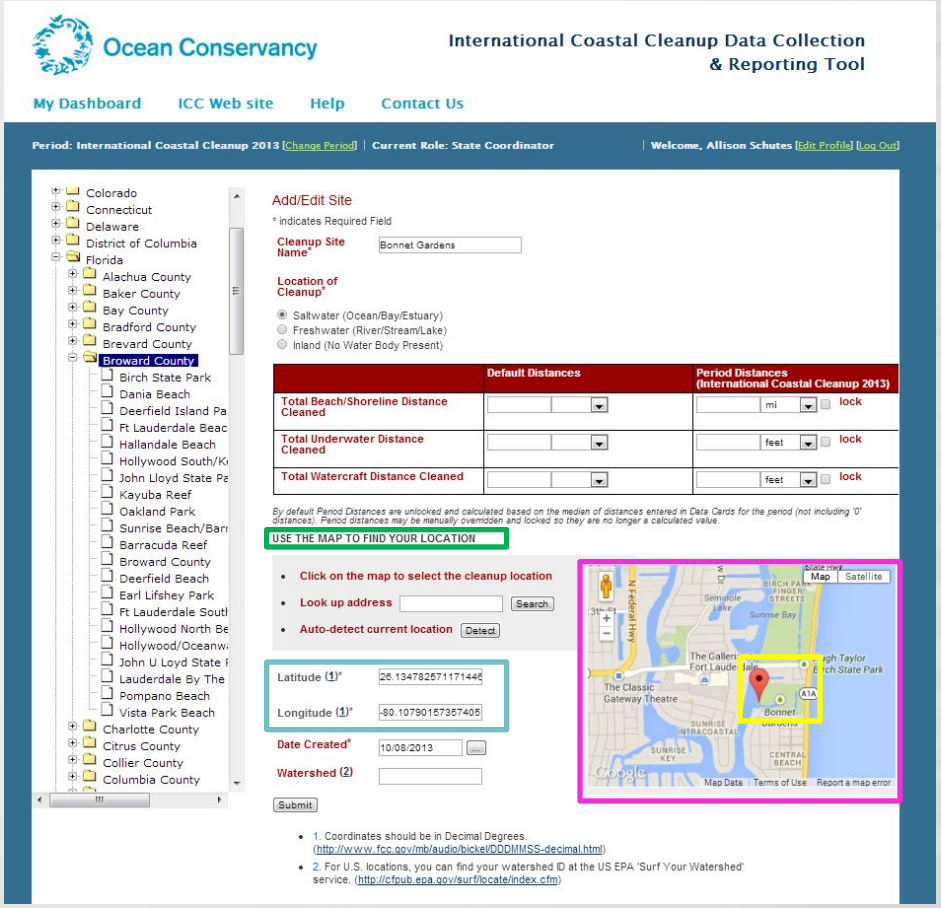
Creating New Sites

- Use the map to select Cleanup location
  - Use your mouse or the to scroll in to the Cleanup location
    - On the map, click the spot where the Cleanup took place
    - This will drop the red marker on the map
    - This will also automatically complete the latitude and longitude cells



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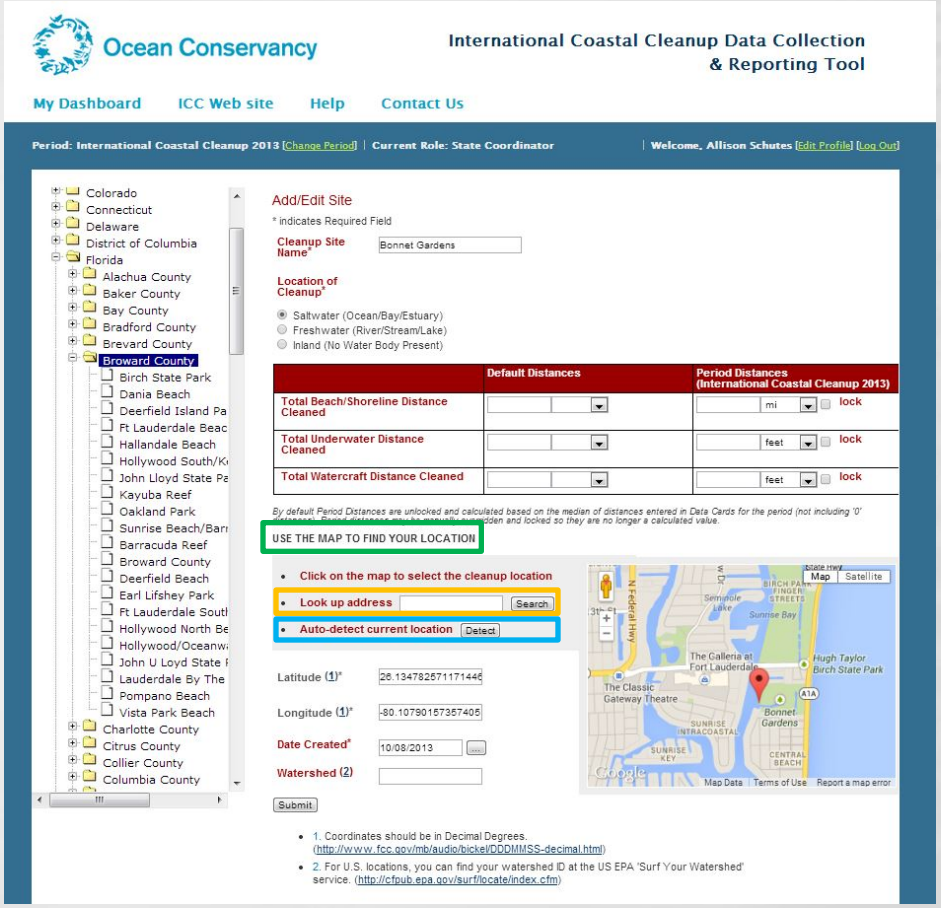
Creating New Sites

- Use the map to select Cleanup location
  - Use your mouse or the to scroll in to the Cleanup location
    - On the map, click the spot where the Cleanup took place
    - This will drop the red marker on the map
    - This will also automatically complete the latitude and longitude cells
  - Other ways to find location
    - Look up address
      - Type the address of the Cleanup location in this cell and **click search** (do not click enter) to find latitude and longitude
    - Select Auto-detect current location to have the map center on your current location
      - You still need to click on the map to select actual Cleanup location



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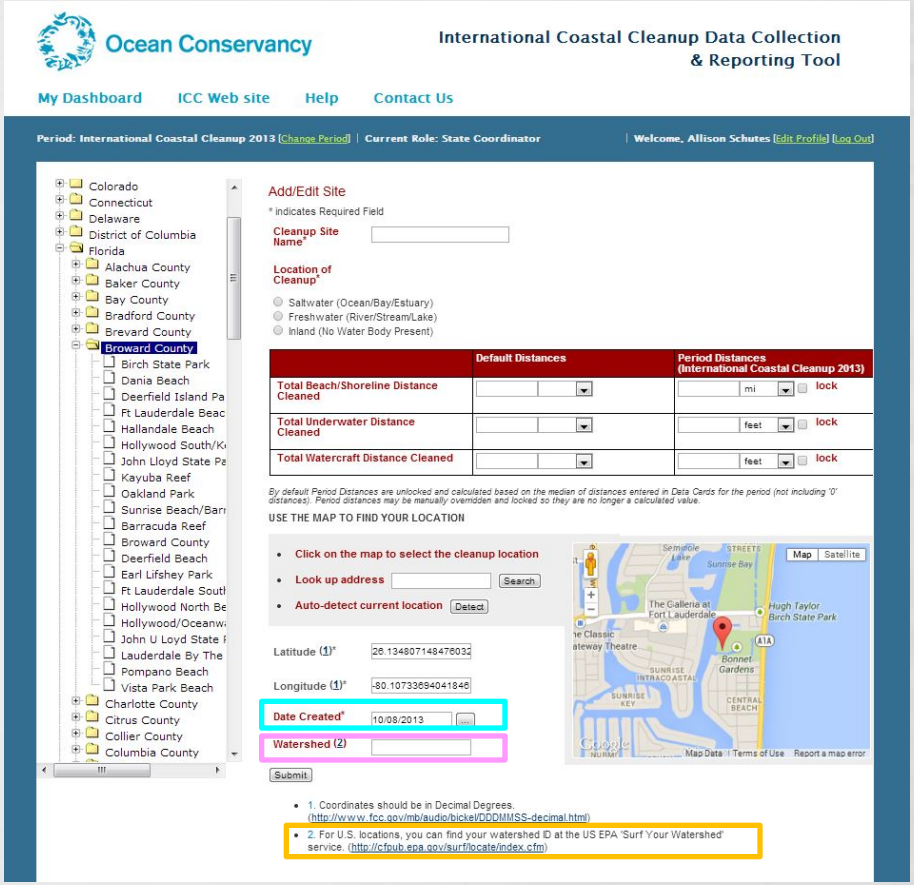
Creating New Sites

- Use the map to select Cleanup location
  - Use your mouse or the +/- to scroll in to the Cleanup location
  - Other ways to find location
    - Look up address
    - Select Auto-detect current location to have the map center on your current location

- Date Created
  - This will default to the current date, does not need adjusting
- Watershed *(optional)*
  - To find the Watershed, select the EPA Surf Your Watershed link



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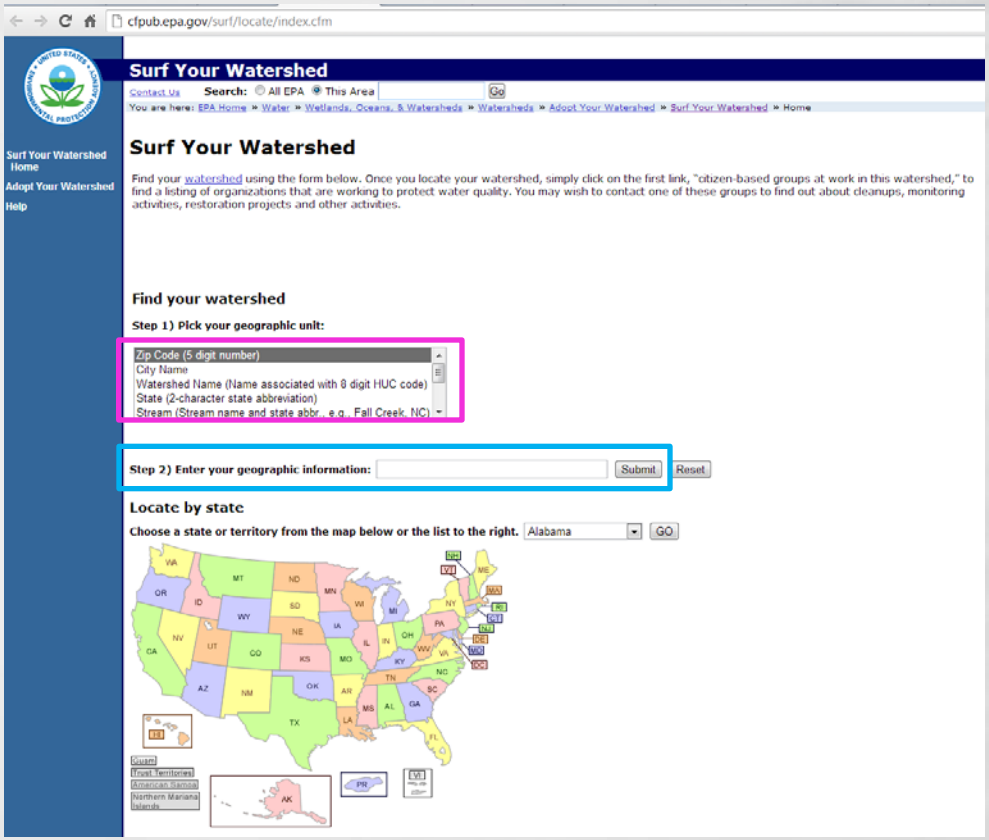
Creating New Sites

- To find the Watershed select the EPA Surf Your Watershed link
  - Select to search the Cleanup location by Zip Code or City Name
  - Enter the zip code or information and click submit



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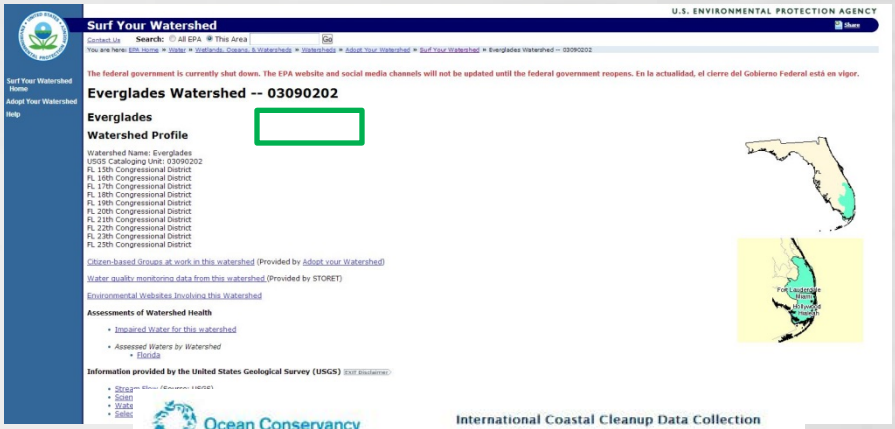
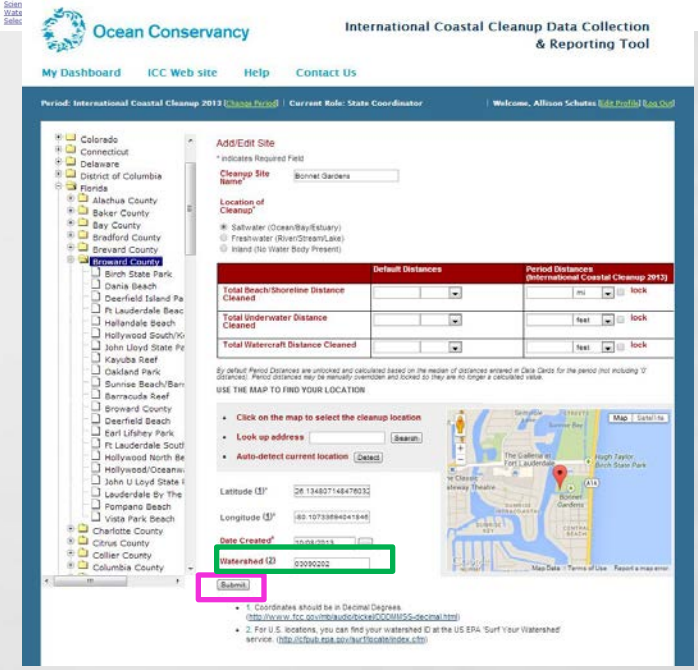
Creating New Sites

- To find the Watershed select the EPA Surf Your Watershed link
  - Select to search the Cleanup location by Zip Code or City Name
  - Enter the zip code or city name and click submit
  - Copy and paste the Watershed into the cell
  - Click "Submit"





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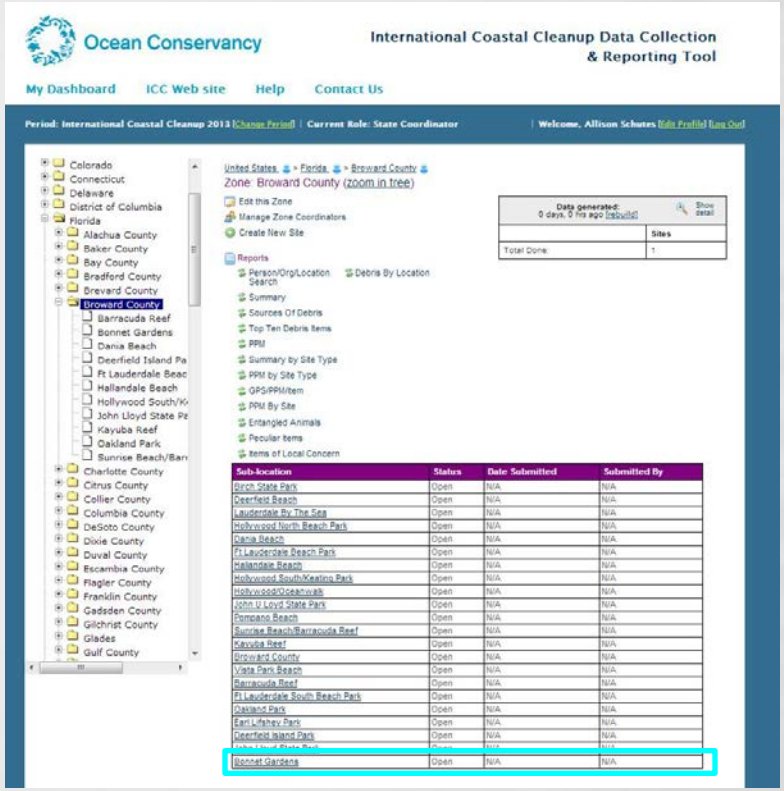
Creating New Sites

- To find the Watershed select the EPA Surf Your Watershed link
  - Search the Cleanup location by Zip Code or City Name
  - Copy and Paste the Watershed into the cell
  - Click "Submit"
  - The new site has been created and will appear at the bottom of the chart
    - The site will also appear in panel on the left, but takes longer to appear.
  - You can now select this site and enter data using the previous steps



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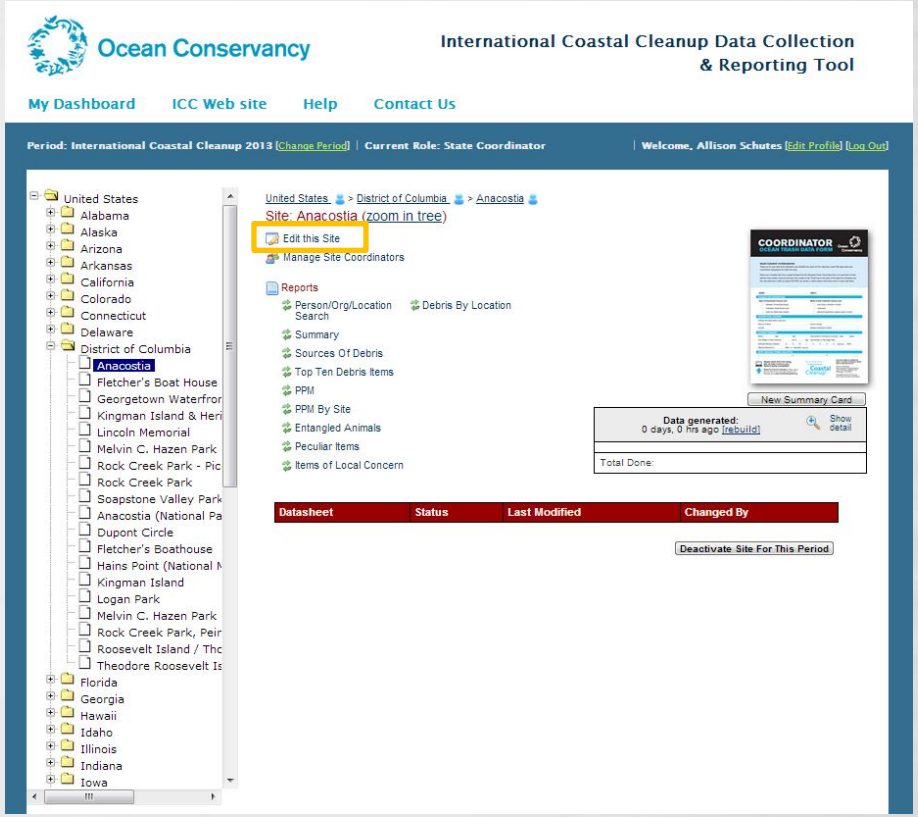
Editing Sites

- Is a site mislabeled, outdated or have the wrong locational coordinates?
  - You are able to edit site information
    - Click "Edit the Site"



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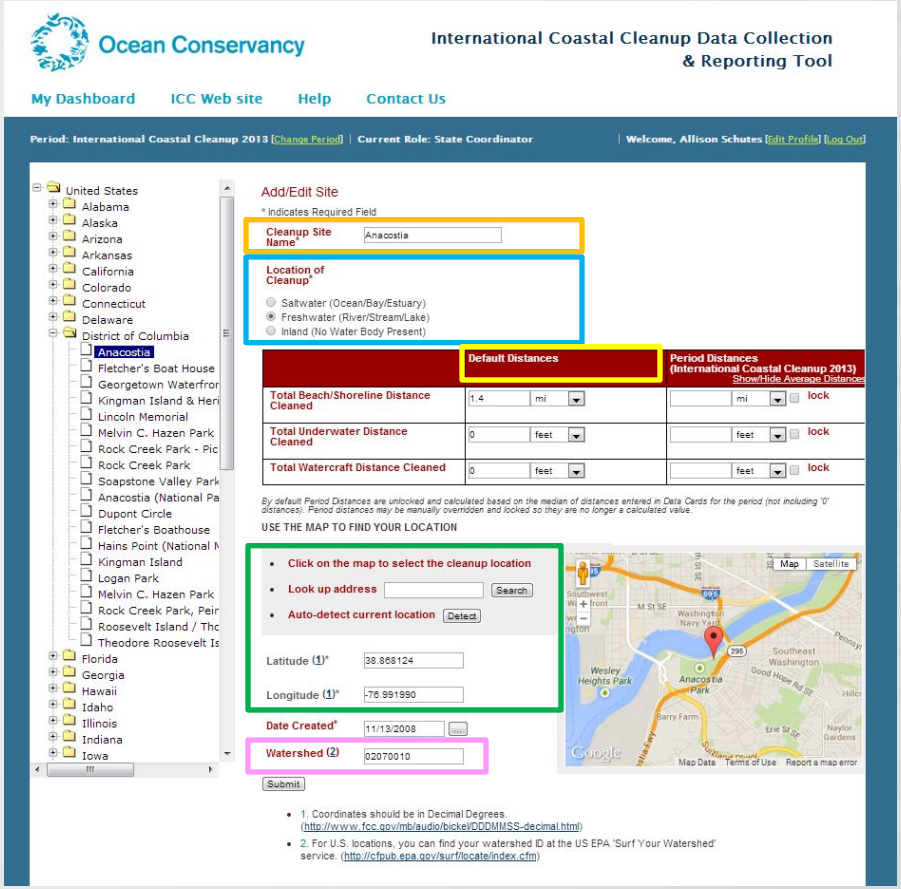
Editing Sites

- Is a site mislabeled, outdated or have the wrong locational coordinates?
  - You are able to edit site information
    - Click "Edit the Site"
  - Able to change:
    - Site name
    - Location of Cleanup
    - Default Distances
    - Latitude and Longitude
      - If coordinates are not listed, this is a great time to add correct coordinates
      - Click here for steps
    - Watershed ID



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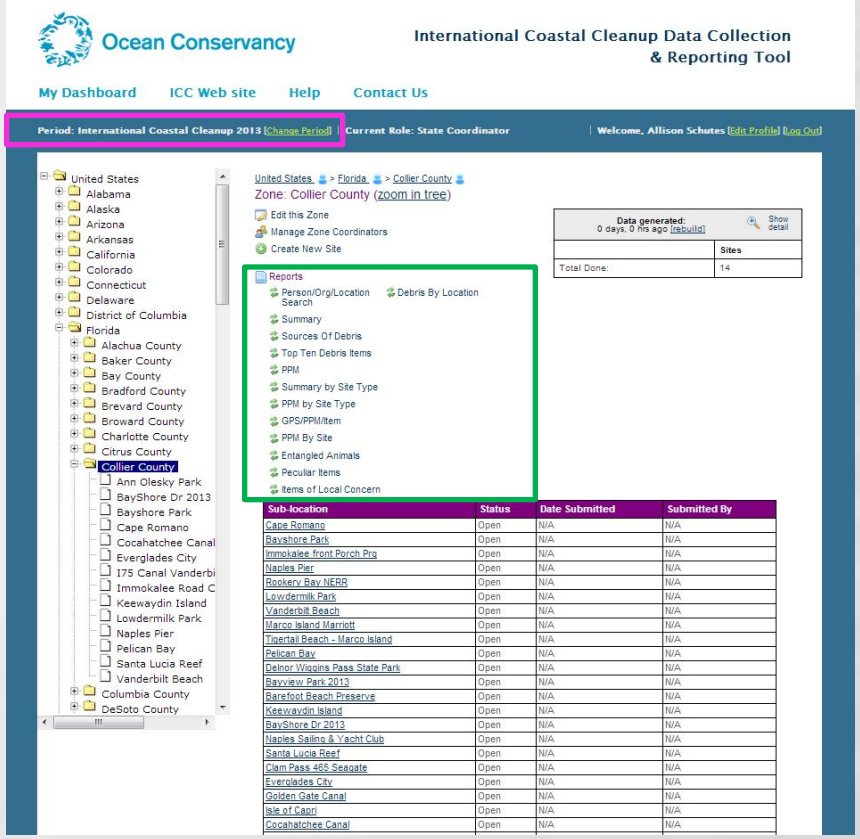
Data Reports

- Once data is entered you are able to run reports
  - Reports are an excellent way to check data just submitted for accuracy
  - Data Reports are available back to 2008
    - Change Period to change year of report



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Data Reports

- Once data is entered you are able to run reports
  - Reports are an excellent way to check data just submitted for accuracy
  - Data Reports are available back to 2008
    - Change Period to change year of report
  - Reports available are dependent upon hierarchy (site, zone, state, or country)

Report	Availability			
	Site	Zone	State	Country
Summary	●	●	●	●
Sources Of Debris	●	●	●	●
Top Ten Debris Items	●	●	●	●
People Pounds Miles (PPM)	●	●	●	●
Summary by Site Type		●	●	●
PPM by Site Type		●	●	●
GPS/PPM/Item		●	●	●
PPM By Site	●	●	●	●
Entangled Animals	●	●	●	●
Peculiar Items	●	●	●	●
Items of Local Concern	●	●	●	●
Debris By Location	●	●	●	

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Example Data Reports

Report: Summary

Location: Ann Olesky Park

<< Back to Dashboard

Get Excel Report

Categorized Items	Land	Underwater	Watercraft	Total Items	Percentage of Total
Most Likely To Find Items					
Cigarette Butts	270	0	0	270	9.85%
Food Wrappers (candy, chips, etc.)	1070	0	0	1070	39.04%
Take Out/Away Containers (Plastic)	11	0	0	11	0.40%
Take Out/Away Containers (Foam)	10	0	0	10	0.36%
Bottle Caps (Plastic)	34	0	0	34	1.24%
Bottle Caps (Metal)	23	0	0	23	0.84%
Lids (Plastic)	10	0	0	10	0.36%
Straws, Stirrers	31	0	0	31	1.13%
Forks, Knives, Spoons	9	0	0	9	0.33%
Beverage Bottles (Plastic)	139	0	32	171	6.24%
Beverage Bottles (Glass)	77	0	15	92	3.36%
Beverage Cans	110	0	22	132	4.82%
Grocery Bags (Plastic)	24	0	38	62	2.26%
Other Plastic Bags	71	0	14	85	3.10%
Paper Bags	55	0	0	55	2.01%
Cups & Plates (Paper)	32	0	0	32	1.17%
Cups & Plates (Plastic)	46	0	17	63	2.30%
Cups & Plates (Foam)	88	0	12	100	3.65%
Category Totals	**2110**	**0**	**150**	**2260**	**82.45%**
Fishing Gear					
Fishing Buoys, Pots & Traps	4	0	0	4	0.15%
Fishing Net & Pieces	2	0	0	2	0.07%
Fishing Line (1 yard/meter = 1 piece)	3	0	0	3	0.11%
Rope (1 yard/meter = 1 piece)	0	0	0	0	0.00%
Category Totals	**9**	**0**	**0**	**9**	**0.33%**
Packaging Materials					
6-Pack Holders	1	0	0	1	0.04%
Other Plastic/Foam Packaging	39	0	0	39	1.42%

Report: Sources Of Debris

Location: Collier County

<< Back to Dashboard

Get Excel Report

Category	Land	Underwater	Watercraft	Total Items	Total Pct
Fishing Gear	434	128	45	607	2.25%
Most Likely To Find Items	16222	12	1173	17407	64.41%
Other Trash	863	38	737	1638	6.06%
Packaging Materials	762		103	865	3.20%
Personal Hygiene	21			21	0.08%
Tiny Trash Less Than 2.5cm	6097		390	6487	24.00%
TOTAL	**24399**	**178**	**2448**	**27025**	**100.00%**

Report: PPM

Location: California

<< Back to Dashboard

Get Excel Report

Cleanup Type	Adults	Children	People	Pounds	Miles	# of Bags
Beach	2527	1481	4008	34261	147.02	1304
Underwater	19	0	19	57	0.25	0
Watercraft	13	1	14	323	1	11
TOTAL	**2559**	**1482**	**4041**	**34641**	**148.27**	**1315**

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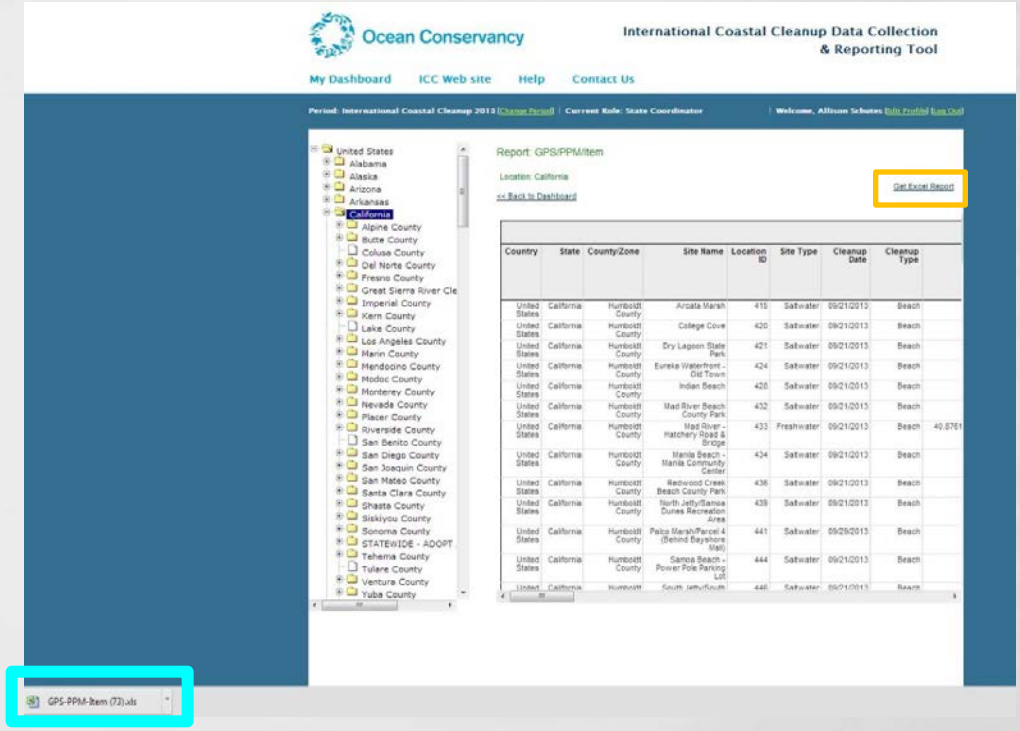
Data Reports

- Each report can be downloaded as an Excel file
  - Select "Get Excel Report"
  - Open download
    - Depending on your web browser, download will appear in different locations
      - Example uses Google Chrome



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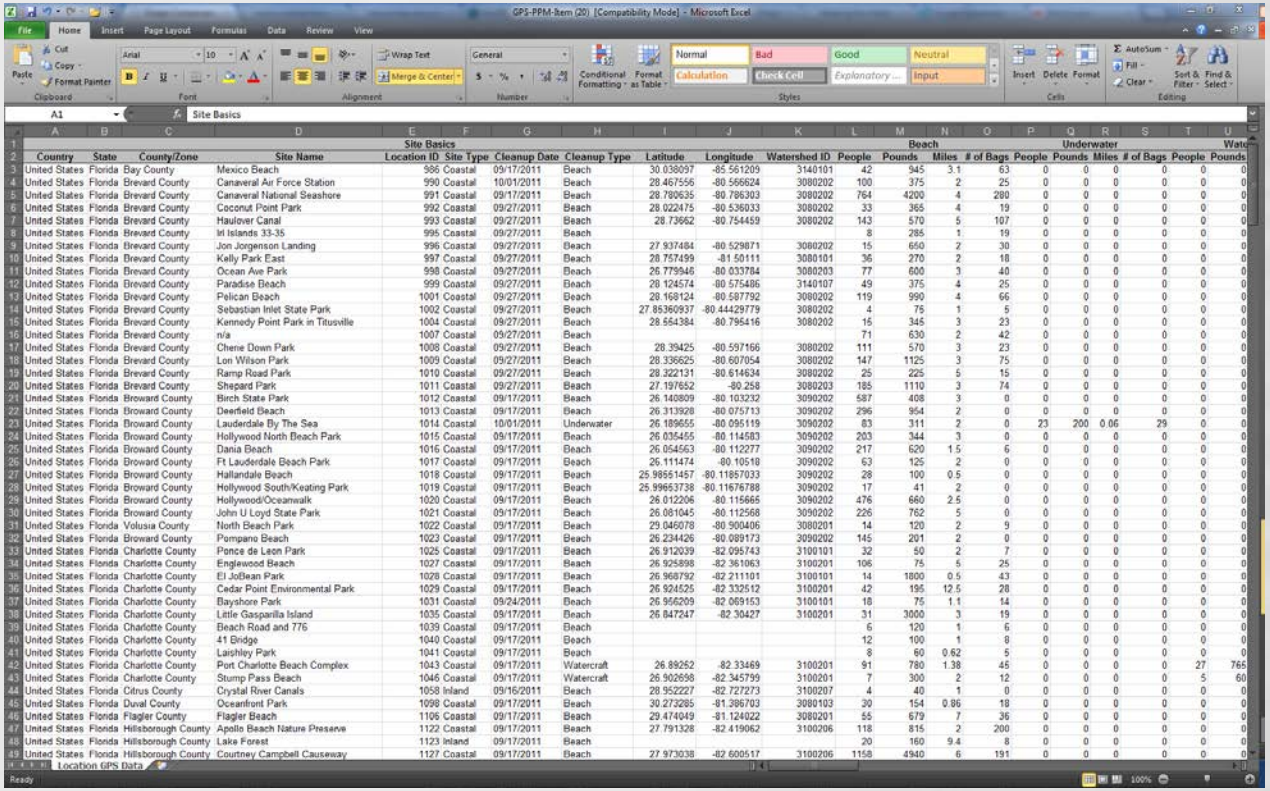
Data Reports

- Within Excel you can analyze data further
  - Create Charts
  - Insert formulas
  - Import to other software such as GIS



				Site Basics									Beach				Underwater				Wate
Country	State	County/Zone	Site Name	Location ID	Site Type	Cleanup Date	Cleanup Type	Latitude	Longitude	Watershed ID	People	Pounds	Miles	# of Bags	People	Pounds	Miles	# of Bags	People	Pounds	
United States	Florida	Bay County	Mexico Beach	986	Coastal	09/17/2011	Beach	30.038097	-85.561209	3140101	42	945	3.1	63	0	0	0	0	0	0	
United States	Florida	Brevard County	Canaveral Air Force Station	990	Coastal	10/01/2011	Beach	28.467556	-80.566624	3080202	100	375	2	25	0	0	0	0	0	0	
United States	Florida	Brevard County	Canaveral National Seashore	991	Coastal	09/17/2011	Beach	28.780635	-80.786303	3080202	764	4200	4	280	0	0	0	0	0	0	
United States	Florida	Brevard County	Coconut Point Park	992	Coastal	09/27/2011	Beach	28.022475	-80.536033	3080202	33	365	4	19	0	0	0	0	0	0	
United States	Florida	Brevard County	Haulover Canal	993	Coastal	09/27/2011	Beach	28.73662	-80.754459	3080202	143	570	5	107	0	0	0	0	0	0	
United States	Florida	Brevard County	Ini Islands 33-35	995	Coastal	09/27/2011	Beach				8	285	1	19	0	0	0	0	0	0	
United States	Florida	Brevard County	Jon Jorgenson Landing	996	Coastal	09/27/2011	Beach	27.937484	-80.529871	3080202	15	650	2	30	0	0	0	0	0	0	
United States	Florida	Brevard County	Kelly Park East	997	Coastal	09/27/2011	Beach	28.757499	-81.50111	3080101	36	270	2	18	0	0	0	0	0	0	
United States	Florida	Brevard County	Ocean Ave Park	998	Coastal	09/27/2011	Beach	26.779946	-80.033784	3080203	77	600	3	40	0	0	0	0	0	0	
United States	Florida	Brevard County	Paradise Beach	999	Coastal	09/27/2011	Beach	28.124574	-80.575486	3140107	49	375	4	25	0	0	0	0	0	0	
United States	Florida	Brevard County	Pelican Beach	1001	Coastal	09/27/2011	Beach	28.168124	-80.587792	3080202	119	990	4	66	0	0	0	0	0	0	
United States	Florida	Brevard County	Sebastian Inlet State Park	1002	Coastal	09/27/2011	Beach	27.85360937	-80.44429779	3080202	4	75	1	5	0	0	0	0	0	0	
United States	Florida	Brevard County	Kennedy Point Park in Titusville	1004	Coastal	09/27/2011	Beach	28.554384	-80.795416	3080202	15	345	3	23	0	0	0	0	0	0	
United States	Florida	Brevard County	n/a	1007	Coastal	09/27/2011	Beach				71	630	2	42	0	0	0	0	0	0	
United States	Florida	Brevard County	Cherie Down Park	1008	Coastal	09/27/2011	Beach	28.39425	-80.597166	3080202	111	570	3	23	0	0	0	0	0	0	
United States	Florida	Brevard County	Lori Wilson Park	1009	Coastal	09/27/2011	Beach	28.336625	-80.607054	3080202	147	1125	3	75	0	0	0	0	0	0	
United States	Florida	Brevard County	Ramp Road Park	1010	Coastal	09/27/2011	Beach	28.322131	-80.614634	3080202	25	225	5	15	0	0	0	0	0	0	
United States	Florida	Brevard County	Shepard Park	1011	Coastal	09/27/2011	Beach	27.197652	-80.258	3080203	185	1110	3	74	0	0	0	0	0	0	
United States	Florida	Broward County	Birch State Park	1012	Coastal	09/17/2011	Beach	26.140809	-80.103232	3090202	587	408	3	0	0	0	0	0	0	0	
United States	Florida	Broward County	Deerfield Beach	1013	Coastal	09/17/2011	Beach	26.313928	-80.075713	3090202	296	954	2	0	0	0	0	0	0	0	
United States	Florida	Broward County	Lauderdale By The Sea	1014	Coastal	10/01/2011	Underwater	26.189655	-80.095119	3090202	83	311	2	0	23	200	0.06	29	0	0	
United States	Florida	Broward County	Hollywood North Beach Park	1015	Coastal	09/17/2011	Beach	26.035455	-80.114583	3090202	203	344	3	0	0	0	0	0	0	0	
United States	Florida	Broward County	Dania Beach	1016	Coastal	09/17/2011	Beach	26.054563	-80.112277	3090202	217	620	1.5	6	0	0	0	0	0	0	
United States	Florida	Broward County	Ft Lauderdale Beach Park	1017	Coastal	09/17/2011	Beach	26.111474	-80.10518	3090202	63	125	2	0	0	0	0	0	0	0	
United States	Florida	Broward County	Hallandale Beach	1018	Coastal	09/17/2011	Beach	25.98551457	-80.11857033	3090202	28	100	0.5	0	0	0	0	0	0	0	
United States	Florida	Broward County	Hollywood South/Keating Park	1019	Coastal	09/17/2011	Beach	25.99653738	-80.11676788	3090202	17	41	2	0	0	0	0	0	0	0	
United States	Florida	Broward County	Hollywood/Oceanwalk	1020	Coastal	09/17/2011	Beach	26.012206	-80.115665	3090202	476	660	2.5	0	0	0	0	0	0	0	
United States	Florida	Broward County	John U Loyd State Park	1021	Coastal	09/17/2011	Beach	26.081045	-80.112568	3090202	226	762	5	0	0	0	0	0	0	0	
United States	Florida	Volusia County	North Beach Park	1022	Coastal	09/17/2011	Beach	29.046078	-80.900406	3080201	14	120	2	9	0	0	0	0	0	0	
United States	Florida	Broward County	Pompano Beach	1023	Coastal	09/17/2011	Beach	26.234426	-80.089173	3090202	145	201	2	0	0	0	0	0	0	0	
United States	Florida	Charlotte County	Ponce de Leon Park	1025	Coastal	09/17/2011	Beach	26.912039	-82.095743	3100101	32	50	2	7	0	0	0	0	0	0	
United States	Florida	Charlotte County	Englewood Beach	1027	Coastal	09/17/2011	Beach	26.925898	-82.361063	3100201	106	75	5	25	0	0	0	0	0	0	
United States	Florida	Charlotte County	El JoBean Park	1028	Coastal	09/17/2011	Beach	26.968792	-82.211101	3100101	14	1800	0.5	43	0	0	0	0	0	0	
United States	Florida	Charlotte County	Cedar Point Environmental Park	1029	Coastal	09/17/2011	Beach	26.924525	-82.332512	3100201	42	195	12.5	28	0	0	0	0	0	0	
United States	Florida	Charlotte County	Bayshore Park	1031	Coastal	09/24/2011	Beach	26.956209	-82.069153	3100101	18	75	1.1	14	0	0	0	0	0	0	
United States	Florida	Charlotte County	Little Gasparilla Island	1035	Coastal	09/17/2011	Beach	26.847247	-82.30427	3100201	31	3000	3	19	0	0	0	0	0	0	
United States	Florida	Charlotte County	Beach Road and 776	1039	Coastal	09/17/2011	Beach				6	120	1	6	0	0	0	0	0	0	
United States	Florida	Charlotte County	41 Bridge	1040	Coastal	09/17/2011	Beach				12	100	1	8	0	0	0	0	0	0	
United States	Florida	Charlotte County	Laishley Park	1041	Coastal	09/17/2011	Beach				8	60	0.62	5	0	0	0	0	0	0	
United States	Florida	Charlotte County	Port Charlotte Beach Complex	1043	Coastal	09/17/2011	Watercraft	26.89262	-82.33469	3100201	91	780	1.38	45	0	0	0	0	27	765	
United States	Florida	Charlotte County	Stump Pass Beach	1046	Coastal	09/17/2011	Watercraft	26.902698	-82.345799	3100201	7	300	2	12	0	0	0	0	5	60	
United States	Florida	Citrus County	Crystal River Canals	1058	Inland	09/16/2011	Beach	28.952227	-82.727273	3100207	4	40	1	0	0	0	0	0	0	0	
United States	Florida	Duval County	Oceanfront Park	1098	Coastal	09/17/2011	Beach	30.273285	-81.396703	3080103	30	154	0.86	18	0	0	0	0	0	0	
United States	Florida	Flagler County	Flagler Beach	1106	Coastal	09/17/2011	Beach	29.474049	-81.124022	3080201	55	679	7	36	0	0	0	0	0	0	
United States	Florida	Hillsborough County	Apollo Beach Nature Preserve	1122	Coastal	09/17/2011	Beach	27.791328	-82.419062	3100206	118	815	2	200	0	0	0	0	0	0	
United States	Florida	Hillsborough County	Lake Forest	1123	Inland	09/17/2011	Beach				20	160	9.4	8	0	0	0	0	0	0	
United States	Florida	Hillsborough County	Courtney Campbell Causeway	1127	Coastal	09/17/2011	Beach	27.973038	-82.600517	3100206	1158	4940	6	191	0	0	0	0	0	0	

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Questions?

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