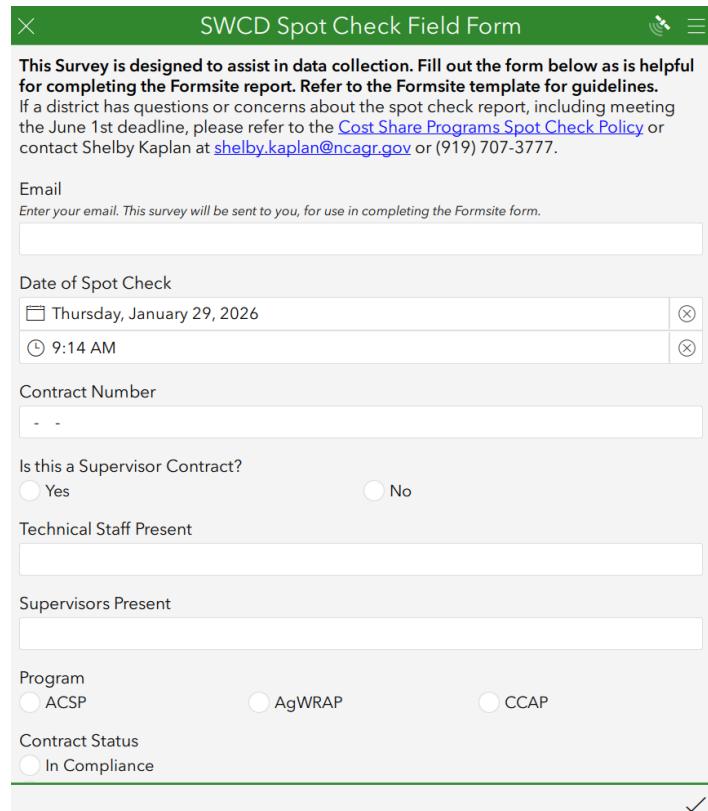# Guidance for the Spot Check Field Collection Form

The Field Collection form is intended as an optional tool to assist districts with capturing the data required for the official Spot Check Report on Formsite.

- First, download Survey123 from your mobile device's app store.
- [Click this link or scan the QR code to download the survey to your device.](#)

- The app is free to use and does not require an account. To access the survey later, choose Continue Without Signing In, then click the form titled Spot Check Field Collection.

- Enter your email, or the email of the person who will be filling out the Formsite report. The survey's answers will be emailed to that person once it is sent.

- Fill out the remainder of the survey as desired. You can select multiple BMPs by using the '+' button. You can also take pictures using Survey123.

- When you are done, click the checkmark in the bottom right and choose Send. If you are offline, you can save the survey to the Outbox, but be sure to open the app and Send it as soon as you return to a place with a stable connection.

SWCD Spot Check Field Form

This Survey is designed to assist in data collection. Fill out the form below as is helpful for completing the Formsite report. Refer to the Formsite template for guidelines. If a district has questions or concerns about the spot check report, including meeting the June 1st deadline, please refer to the Cost Share Programs Spot Check Policy or contact Shelby Kaplan at shelby.kaplan@ncagr.gov or (919) 707-3777.

Email
Enter your email. This survey will be sent to you, for use in completing the Formsite form.

Date of Spot Check
Thursday, January 29, 2026
9:14 AM

Contract Number
- -

Is this a Supervisor Contract?
○ Yes   ○ No

Technical Staff Present

Supervisors Present

Program
○ ACSP   ○ AgWRAP   ○ CCAP

Contract Status
○ In Compliance