RAF GIS Farm Questions Guide (For Farms) Version 1.0

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English is the official language of the RAF GIS Farm Questions Guide (For Farms). In any case of inconsistency between versions, reference shall be made to the English version.

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The RAF GIS Farm Questions Guide (For Farms) will undergo a revision process as required. You may submit feedback to the Textile Exchange GIS project team at any time; send to GIS@TextileExchange.org. Points of clarification may be incorporated into supplementary and guidance documents prior to 2021. More substantive feedback or suggested changes will be collected and reviewed as part of the next revision of the document.

Document Revision History

RAF GIS Farm Questions Guide (For Farms) 1.0, released October 21, 2021

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Introduction

About the RAF GIS Farm Questions

The RAF GIS Farm Questions is a new data collection methodology using an online survey. The online survey collects data for Responsible Wool Standard (RWS), Responsible Mohair Standard (RMS), and Responsible Alpaca Standard (RAS). Along with the farm information, the survey also collects 'Geo spatial' data.

The benefits of collecting 'Geo spatial' RAF farm questions includes:

- Improve efficiency of the data collection process
- Improve data quality and accuracy
- Better geographic information for monitoring and evaluation

To allow for a period of transition, the RAF GIS Farm Questions is an optional alternative reporting mechanism for RAF farm questions until December 31st, 2021. From January 1st, 2022 the RAF GIS Farm Questions will become the required method to submit RAF farm questions.

About Textile Exchange

Textile Exchange is a global nonprofit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO2 emissions from textile fiber and material production by 2030.

How to Use This Document

This document provides visual guidance to fill in the online RAF farm questions for Responsible Wool Standard (RWS), Responsible Mohair Standard (RMS), and Responsible Alpaca Standard (RAS).

The survey has seven main sections ('Getting started with GIS', 'Filling out the RAF farm questions', 'Responsible Wool Standard' (RWS) survey, 'Responsible Mohair Standard' (RMS) survey, 'Responsible Alpaca Standard' (RAS) survey, 'Pre-fill function using Survey123 app', and 'Submitting survey, saving survey, and additional help').

Please refer to the 'Contents' page for guidance to each of the sections mentioned.

Desired outcome: Promote an efficient way to collect 'Geo spatial' data using an online survey and to make better informed decisions through analysis of the data collected.

This document includes:

- Visual guidance on ways to fill in the survey.
- Explanation on amendment methods for address maps and polygon maps.
- Submitting the online RAF farm questions.

These are intended to make it easier for the farmer to understand and use as a 'point of reference' following the live training session.

Section A - Getting Started with GIS

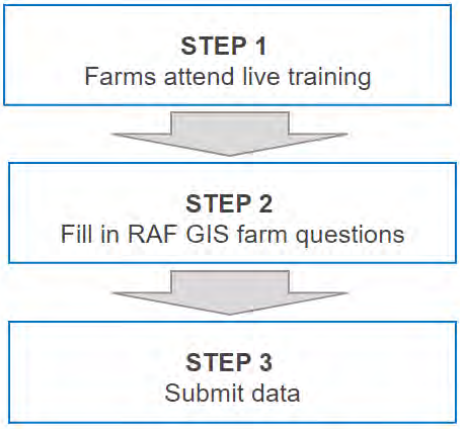
A1. Getting Started

A1.1 The user manual will help you get started by understanding the steps required to complete the survey. In general, there are 3 simple steps to complete the survey (see A1.2 Steps to complete the survey).

By the end of the live training session each participant will be given 3 additional items (see A1.3 Additional items provided to farms).

Please note that each respective certification body will provide farms with a web link before filling in the online survey.

A1.2 Steps to complete the survey:

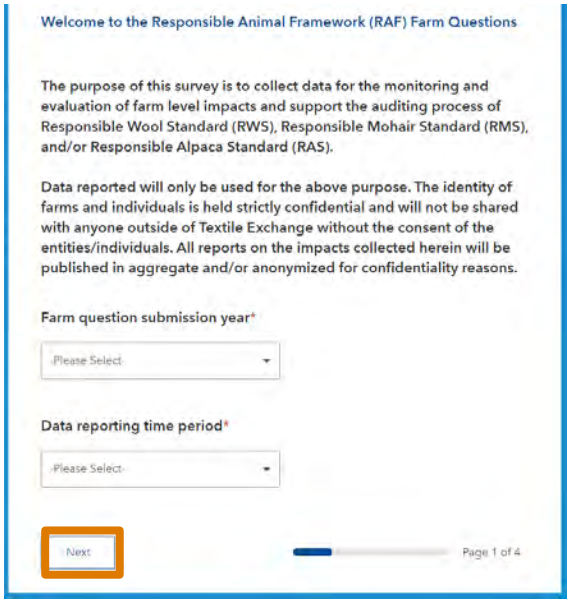


A1.3 Additional items provided to farms

Section B - Filling Out the RAF Farm Questions

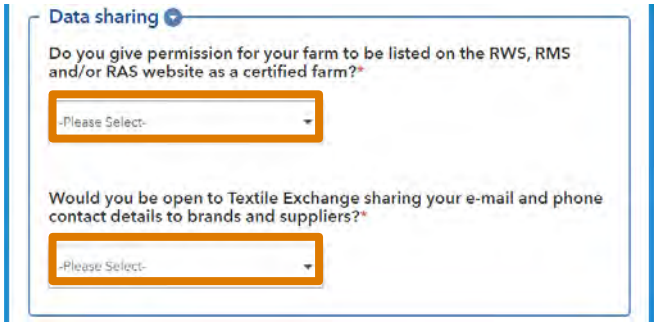
B1. Disclaimer

B1.1 Please read the disclaimer, and select the submission year as well as the reporting period. After that, click 'Next'.



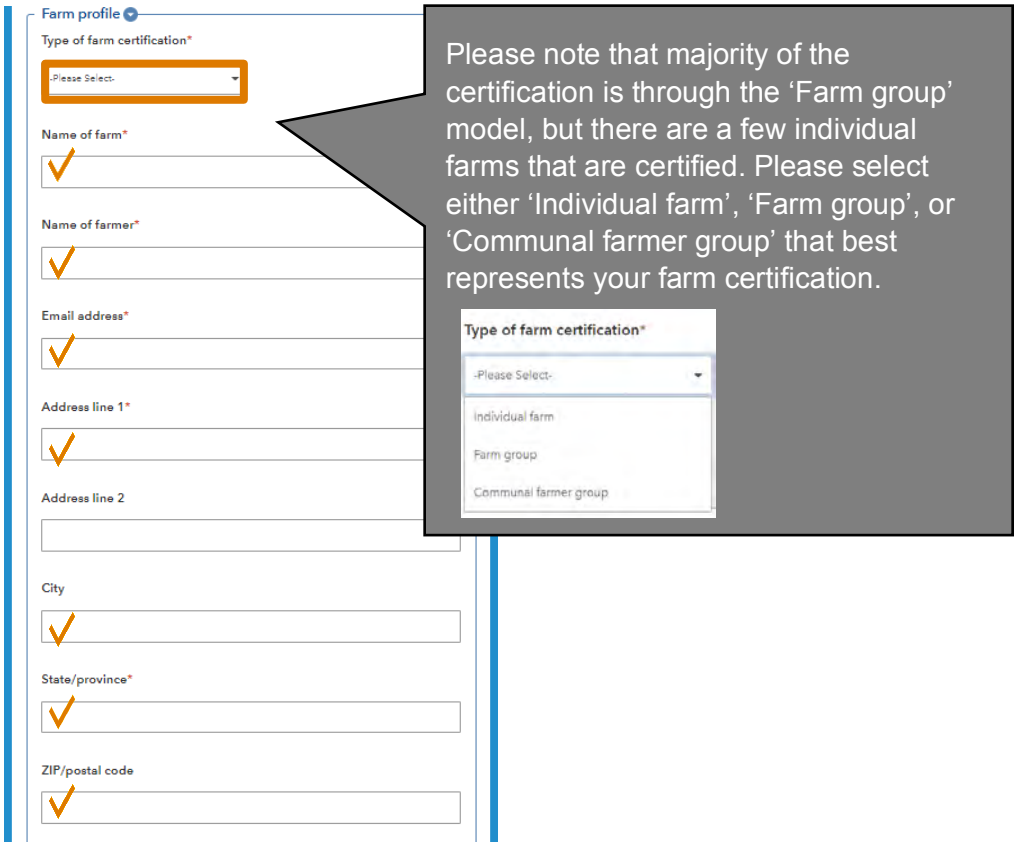
B2. Data Sharing

B2.1 Click on the highlighted box '-Please Select-' and then select appropriate answer from the drop-down list to begin survey.



B3. Farm Profile

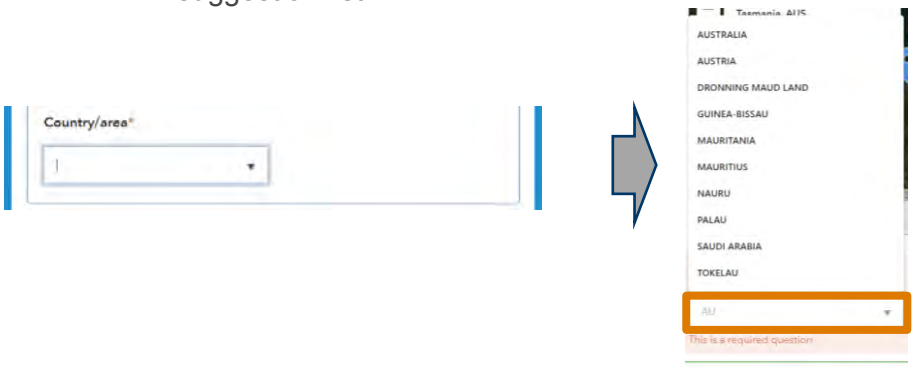
B3.1 Click on the highlighted box '-Please Select-' to fill in the type of farm, and fill in information on the text box marked as '√'. Please note that items in asterisk(*) are required information.



B3.2 Steps to use autofill function in country:

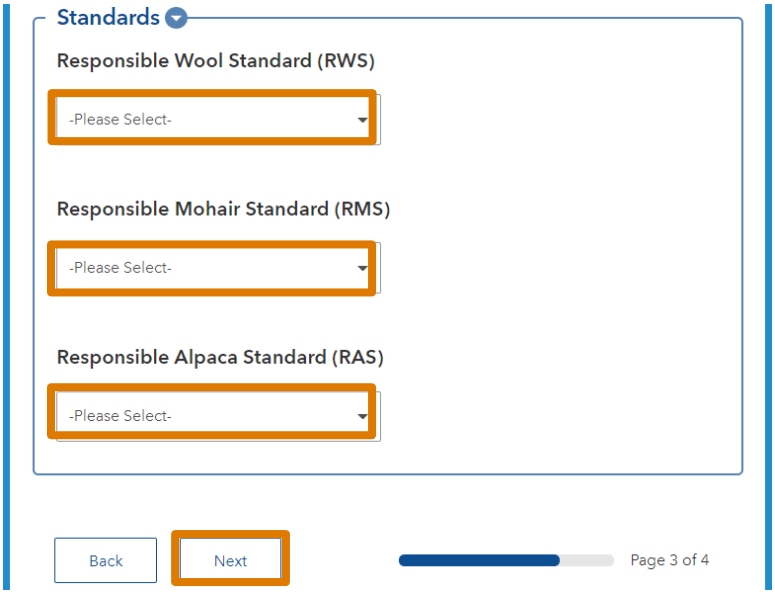
B3.2.1 Type in first few letters into the highlighted box (below) and the system will suggest the nearest result.

B3.2.2 After that, select the country according to your farm address from the suggestion list.

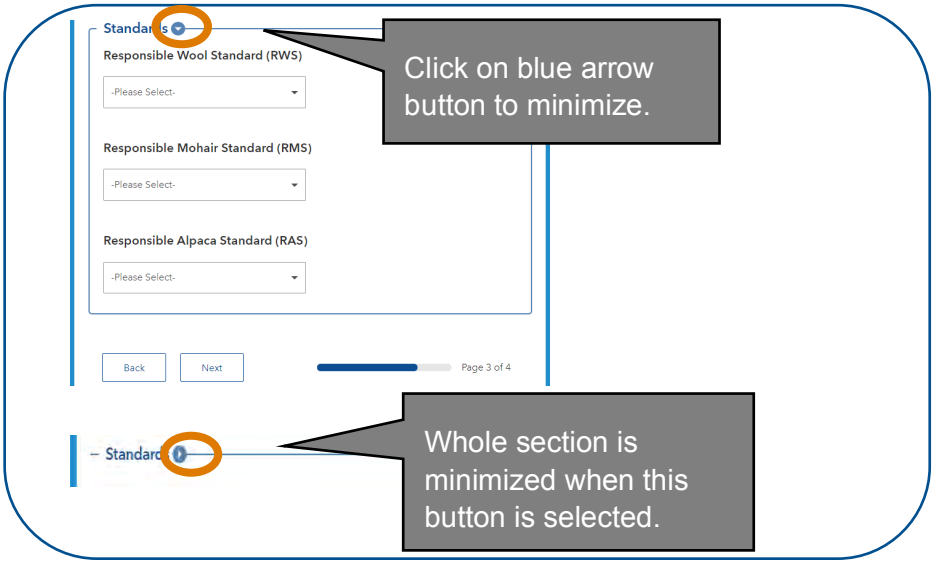


B4. Standards

B4.1 Click on the highlighted box '-Please Select-' and select all the type of standards applicable to your farm from the drop-down list. After that click on 'Next' to move to the next section of the survey.



Survey tip: Click on green arrow button throughout the survey to minimize and maximize the selected section. By minimizing the survey section, you will see less questions, so it won't overwhelm your viewing screen.

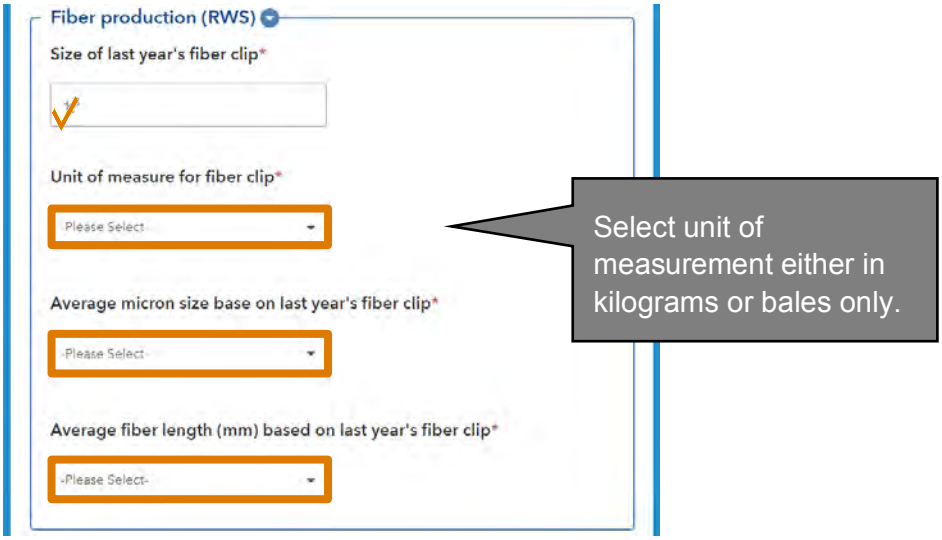


Section C - Responsible Wool Standard (RWS)

This section will appear upon selecting 'Yes' to 'Responsible Wool Standard' (RWS) from section B4.1.

C1. Fiber Production (RWS)

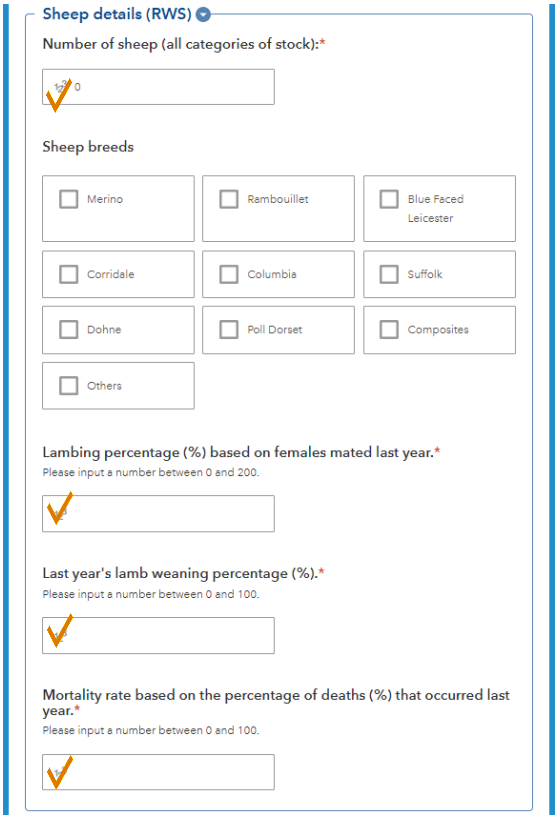
C1.1 Fill in data in the text box marked as '√' and click on the highlighted box '-Please Select-'. Please note that items in asterisk(*) are require information.



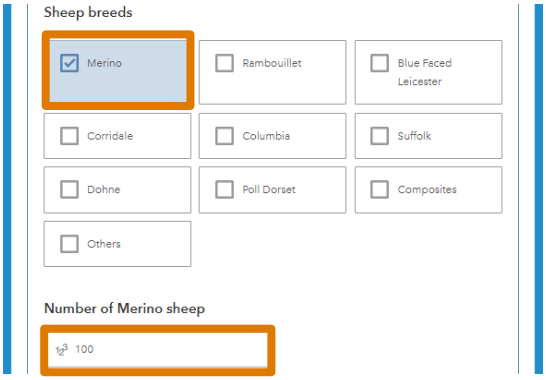
C2. Sheep Details (RWS)

C2.1 Fill in total number of sheep and other information on the text box marked as '√'.

(Note: Lambing percentage should be calculated based on females mated during the reporting period or the number of births per female).



C2.2 Upon selecting the type of breed, a text column will appear at the bottom. Select all applicable breeds and enter the total number of sheep by breeds on the text box.



C3. Farm Boundaries and Area (RWS)

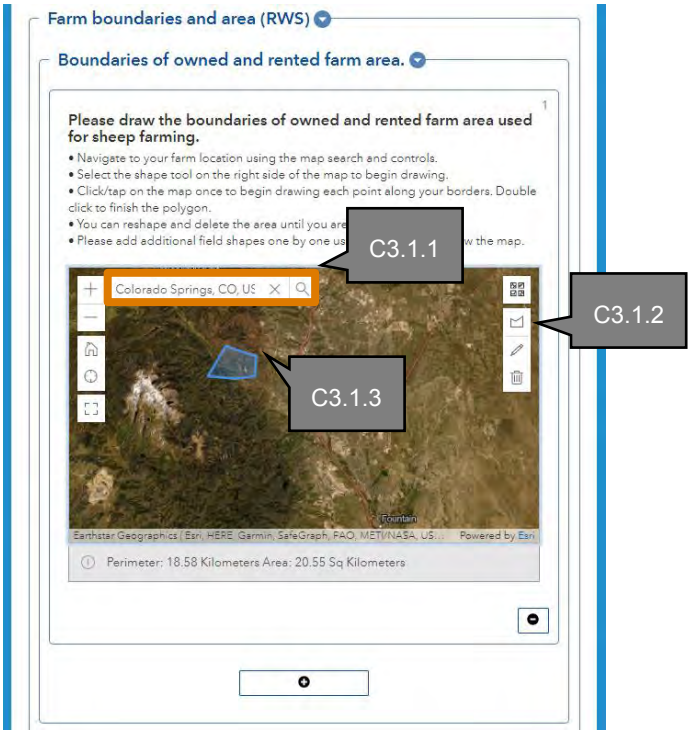
C3.1 Steps to plot farm area using polygon mapping:

(Please note that polygon mapping steps are the same for both 'Boundaries of owned and rented farm area' and 'Boundaries of communal or public land area').

C3.1.1 Type in the address of farm area (Note: Map support up to street level address).

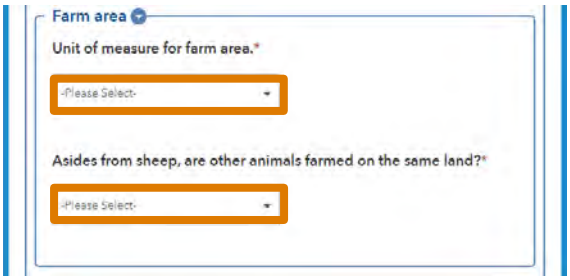
C3.1.2 Activate polygon mapping by click 'area' button.

C3.1.3 Plot area by connecting each dots according to your farm area.



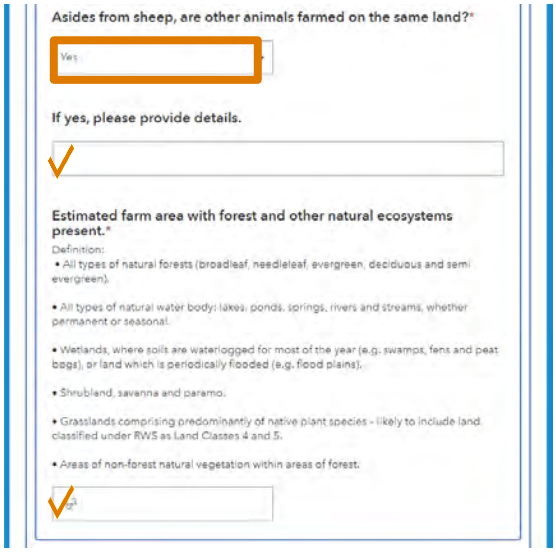
C3.2 Farm Area

C3.2.1 Click on the highlighted box '-Please Select-'. Then select the unit of measure (see '**a**') and indicate if there are other animals (see '**b**').



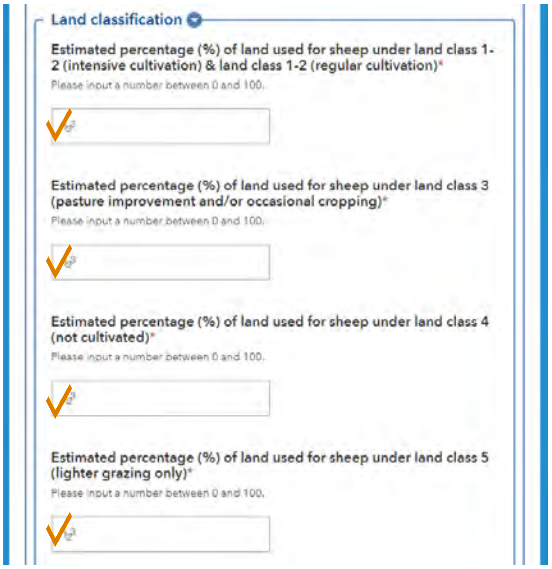
a. Upon selection of either hectares or acres, another set of questions will appear. Fill in the most relevant information on the text box marked as '√'.

b. Upon selection of 'yes' to below question, another set of questions will appear. Fill in the most relevant information in the text box marked as '√'

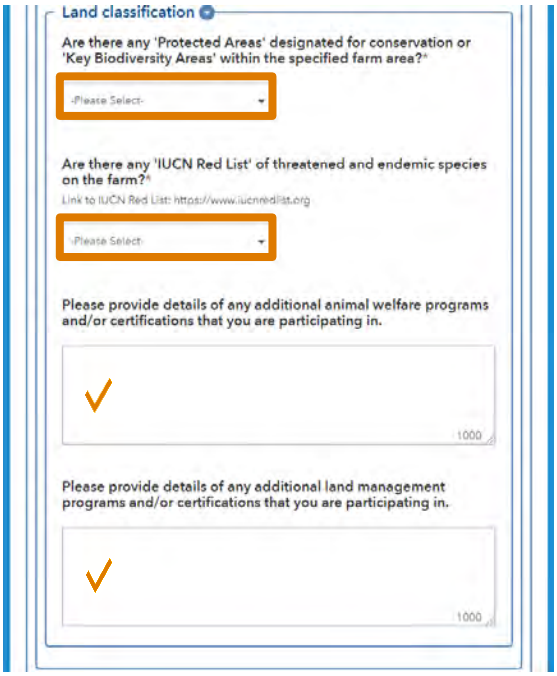


C3.3 Land Classification

C3.3.1 Key in estimation on the text box marked as '√'.



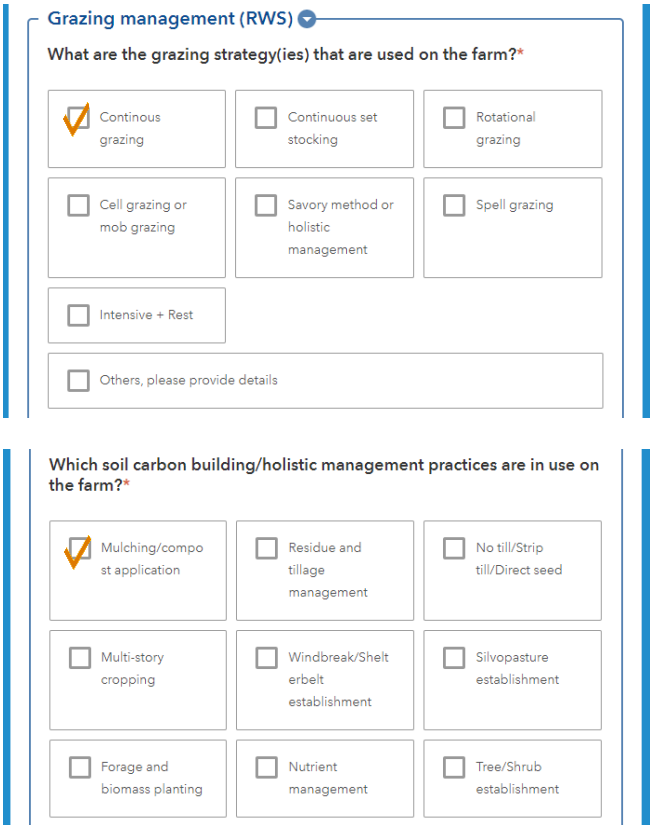
C3.3.2 Click on the highlighted box '-Please Select-' to indicate if there are any protected area or IUCN red list. Then provide details on the text box marked as '√'.



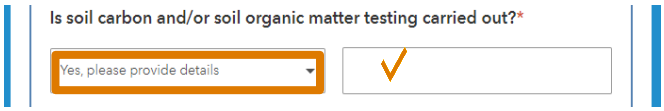
C4. Grazing Management (RWS)

C4.1 Select all applicable answers to the multi selection box and tick '√' to the most relevant information.

(Note: Survey will have more answer selections than the screenshot shown below).

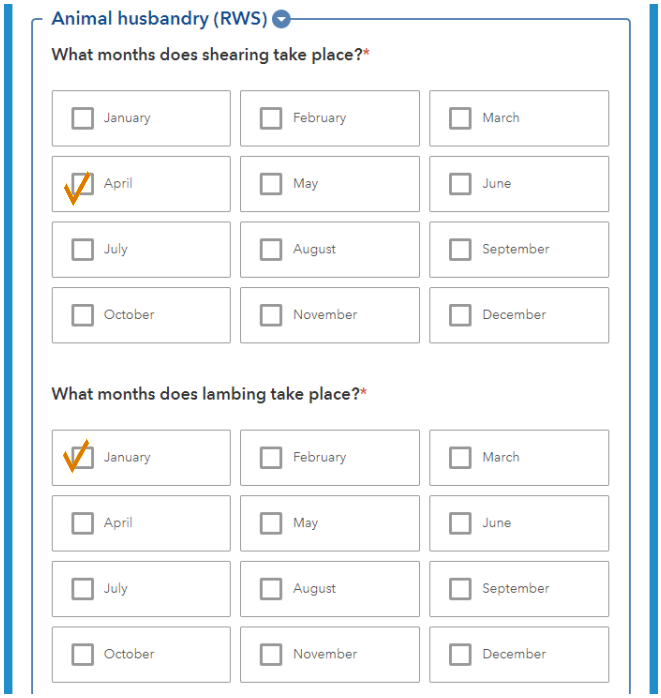


Click on the highlighted box '-Please Select-' to indicate either 'Yes or 'No. If 'Yes' is selected, please provide details in the text box marked as '√'.

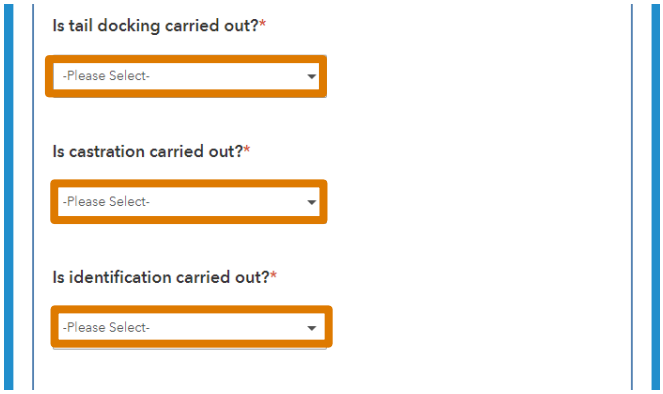


C5. Animal Husbandry (RWS)

C5.1 Select all applicable answers to the multi selection box and tick '√' to the most relevant information.

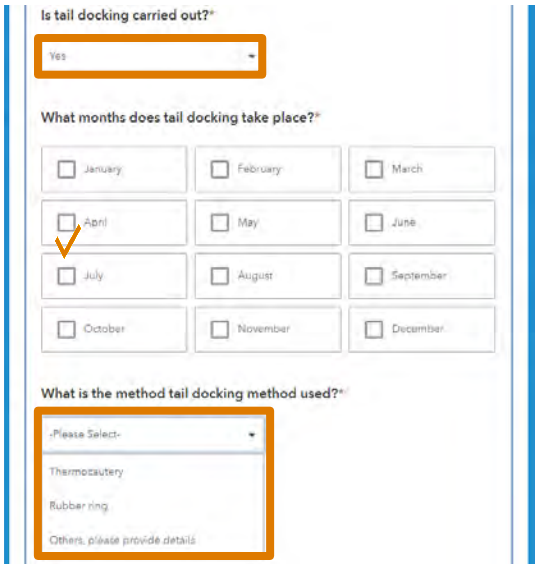


C5.2 Click on the highlighted box '-Please Select-' to select the most relevant answers to the below questions.



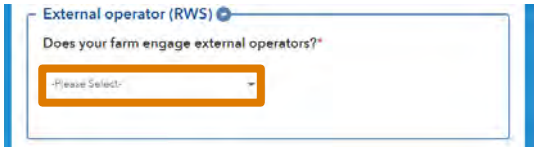
C5.3 Upon selection of 'yes', another set of questions will appear. Select all applicable answers to the multi selection box and tick '√'

(Note: The same method applies for all 3 questions under this section).

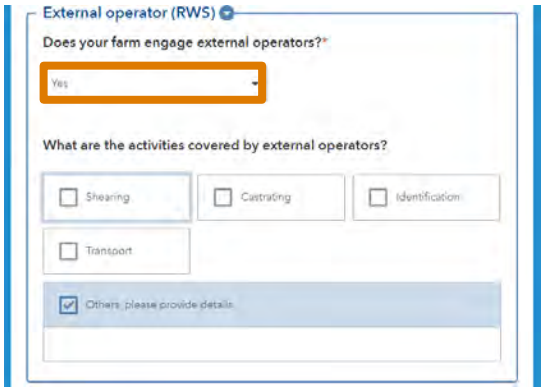


C6. External Operator (RWS)

C6.1 Click on the highlighted box '-Please Select-' to select either 'Yes' or 'No.



C6.2 If 'Yes' is selected, another set of questions will appear. Select all applicable answers to the multi selection box and tick '√'. If 'Others' is selected, please fill in answer in the provided text box.



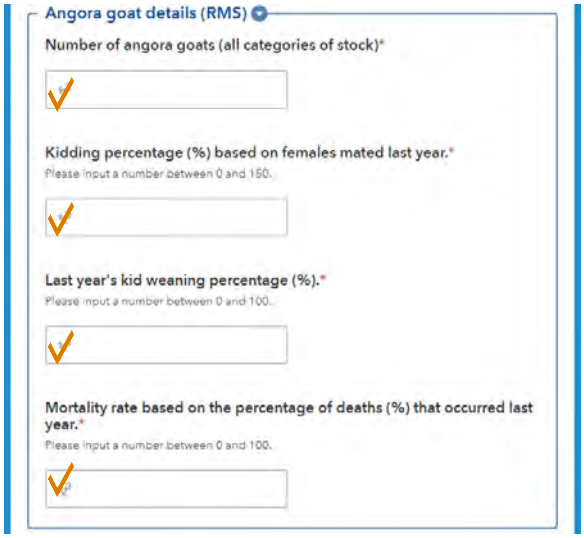
Section D - Responsible Mohair Standard (RMS)

This section will appear upon selecting 'Yes' to 'Responsible Mohair Standard' (RMS) from section B4.1. Instructions to fill in the survey are the same as those in Section C, 'Responsible Wool Standard' (RWS), except for the below sections.

D1. Angora Goat Details (RMS)

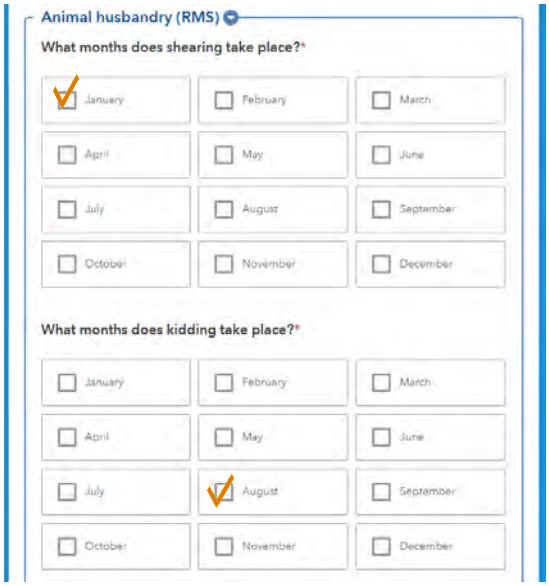
D1.1 Fill in the most relevant information in the text box marked as '√'.

(Note: Kidding percentage should be calculated based on females mated during the reporting period or the number of births per female).



D2. Animal Husbandry (RMS)

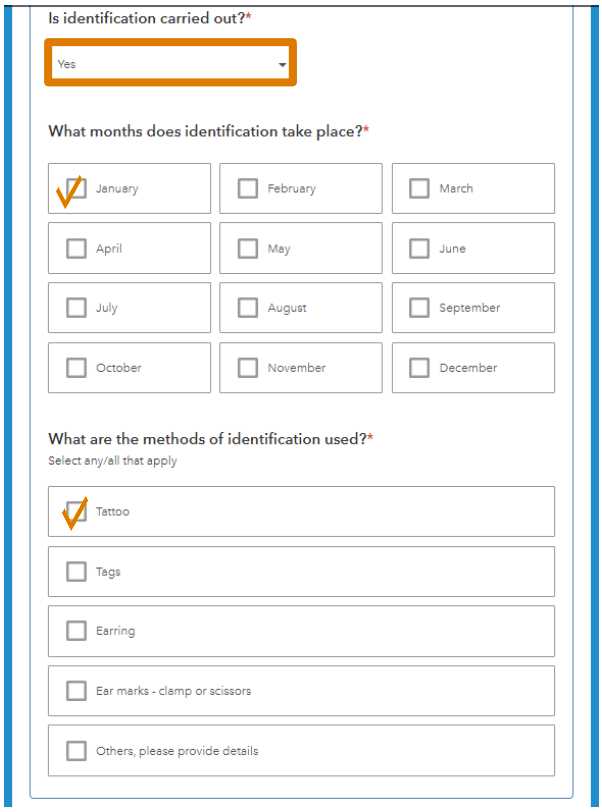
D2.1 Select all applicable answers to the multi selection box and tick '√' to the most relevant information.



D2.2 Click on the highlighted box '-Please Select-' to select the most relevant answers to the below questions.

D2.3 Upon selection of 'yes', another set of questions will appear. Select all applicable answers to the multi selection box & tick '√' to the most relevant information.

(Note: The same method applies for the 'Is castration carried out' question under this section).



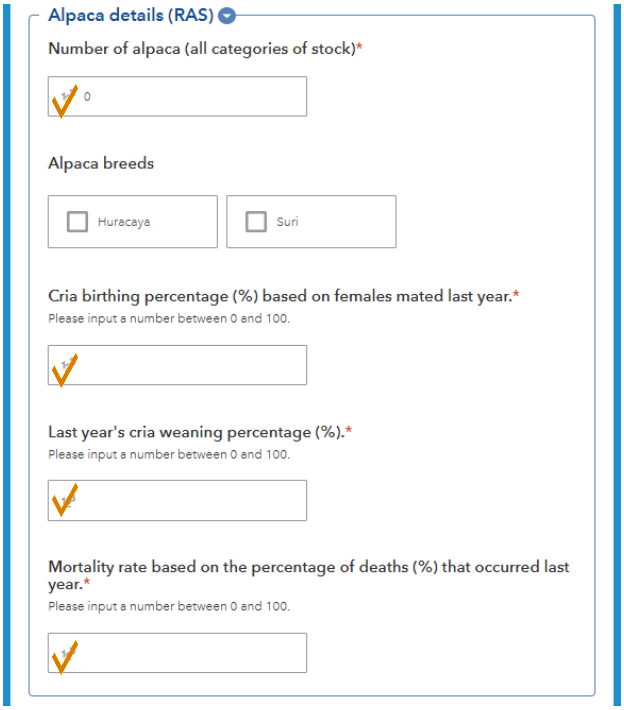
Section E - Responsible Alpaca Standard (RAS)

This section will appear upon selecting 'Yes' to 'Responsible Alpaca Standard' (RAS) from section B4.1. Instructions to fill in the survey is the same as Section C, 'Responsible Wool Standard' (RWS), except for the below sections.

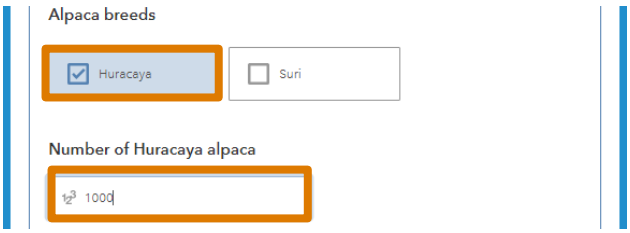
E1. Alpaca Details (RAS)

E1.1 Fill in the most relevant information in the text box marked as '√'.

(Note: Cria percentage should be calculated based on females mated during the reporting period or the number of births per female).

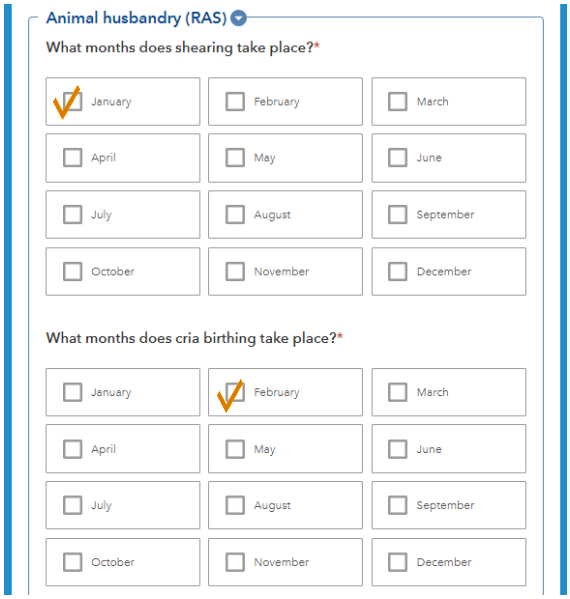


E1.2 Upon selecting the type of breed, a text column will appear at the bottom. Select all applicable breeds and enter the total number of alpacas by breeds in the text box.

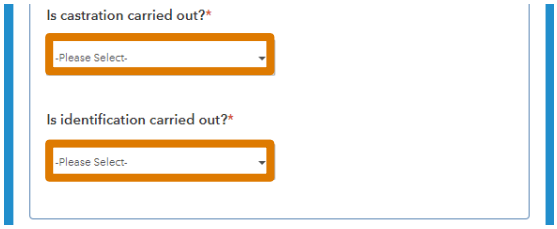


E2. Animal Husbandry (RAS)

E2.1 Select all applicable answers to the multi selection box and tick '√' to the most relevant information.

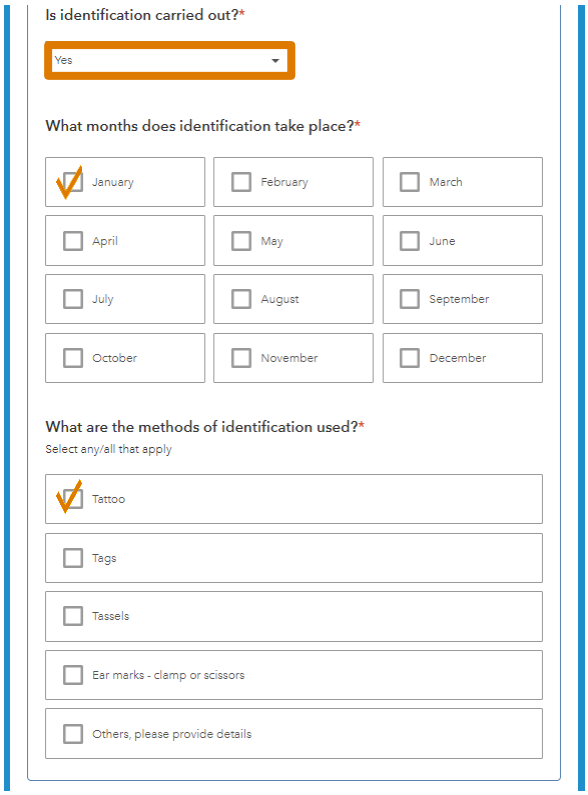


E2.2 Click on the highlighted box '-Please Select-' to select the most relevant answers to the below questions.



E2.3 Upon selection of 'yes', another set of questions will appear. Select all applicable answers to the multi selection box and tick '√' to the most relevant information.

(Note: The same method applies for the 'Is castration carried out' question under this section)



Section F - Pre-fill Function Using Survey123 App

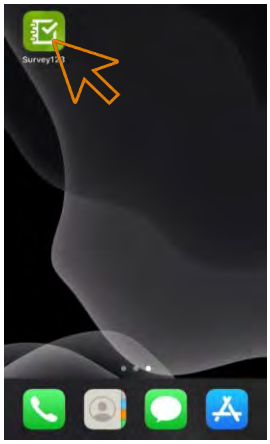
This section provides instructions to save your survey answers (or pre-fill function) into your smartphone without having to fill in the survey answers again. Please note that users will need to submit the full survey answers for the first time for this function to work.

Pre-fill function are saved using ArcGIS survey123 app feature. There are no capabilities for pre-fill function on web browser. However, when keying in the survey answers on the web browser, the survey answers are temporarily saved before clicking on the 'Submit' button (see G2 for saving temporary survey results on web browser). Once you click on the 'Submit' button using web browser, another full survey of answers will need to be filled in again.

Note: Once you remove the app from your phone, all saved survey answers will be deleted.

F1. Download ArcGIS Survey123 App

F1.1 Download ArcGIS Survey123 app from Apple store (the same method applies for Android users on Google Play store as well). After that, open the app and allow Survey123 app to access your camera.



F2. Open the Survey Using ArcGIS Survey123 App

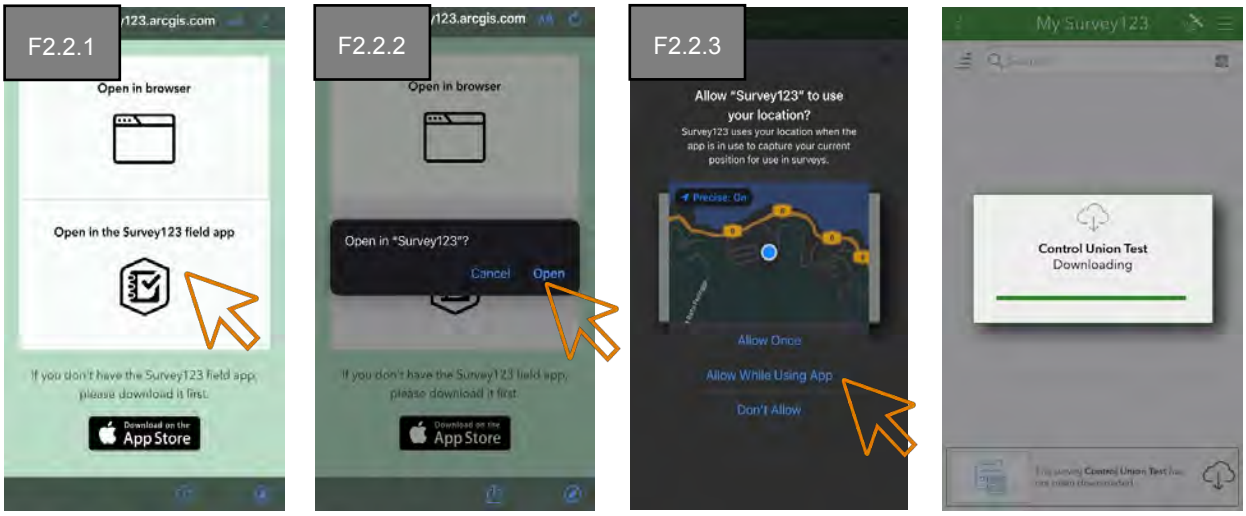
F2.1 Scan the QR code or click on the web link to open the survey

F2.2 After you scan the QR code or click on the weblink, the app will ask you to open survey. Please follow the below steps:

F2.2.1 Click "**Open in the Survey123 field app**".

F2.2.2 Then, Click on "**Open**".

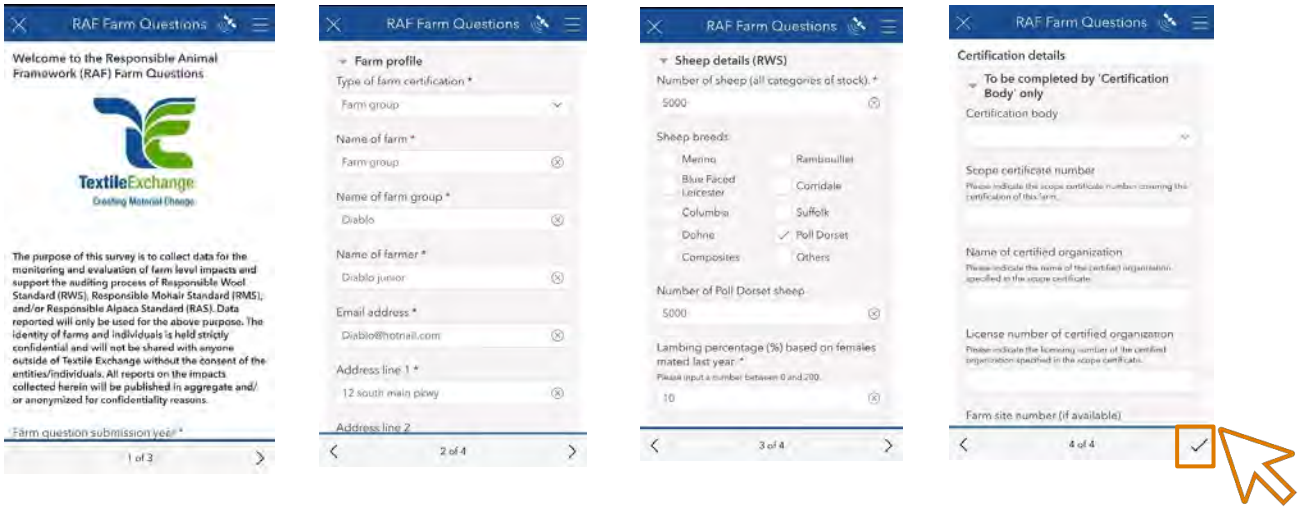
F2.2.3 After that, select "**Allow While Using App**" option and wait for the survey to download into your smartphone.



F3. Fill in and Submit Survey Using ArcGIS Survey123 App

Fill in survey answers as shown below and click on the check mark icon to submit. Instructions to fill in the survey are the same as the earlier instructions (see Section B to Section E for steps to fill in survey, if needed).

Note: To use the pre-fill function, you will need to fill in the survey answers at least once for the function to work. Please follow step F4 before you click on 'Submit'. Step F4 will ensure your survey answers are saved using the pre-fill function.

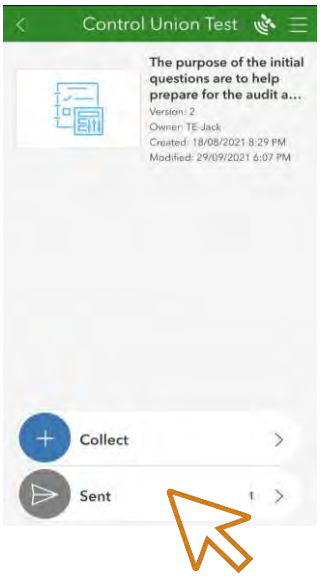


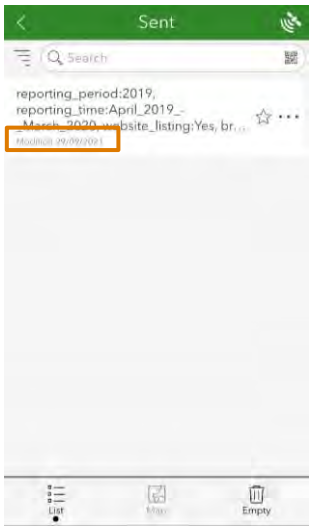
F4. Setting Pre-Fill Function in ArcGIS Survey123 App

At the last page of the survey, hover to the top right 3 lines icon and the click on "**Set as favorite answers**". Once set, the star icon will turn into a bold white color.

F5. How to Check if Survey is Successfully Submitted

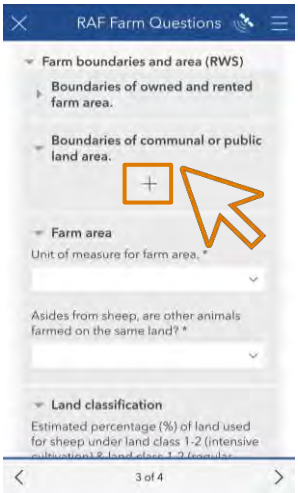
Click on the "**Sent**" link and the app will bring you to the "Sent" page. If you see the time stamp this means that the survey was successfully submitted.

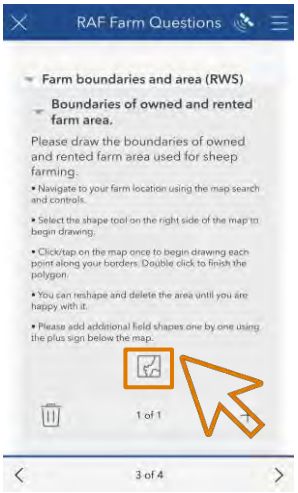




F6. Drawing Maps Using ArcGIS Survey123 App

F6.1 To activate the polygon maps on ArcGIS Survey123 app, click on the "**+**" sign and then click on the map icon as shown below.





F6.2 Once the map is activated, please follow the below steps:

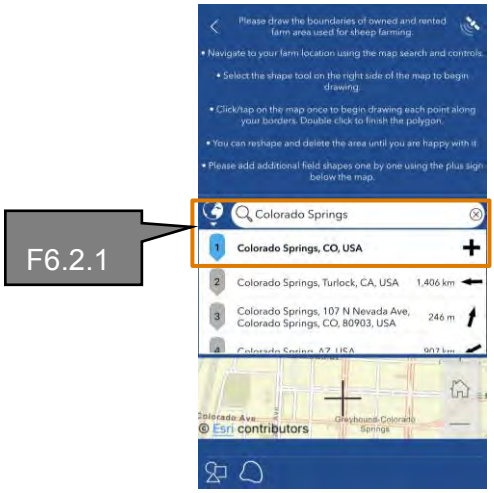
F6.2.1 Type in your farm location address.

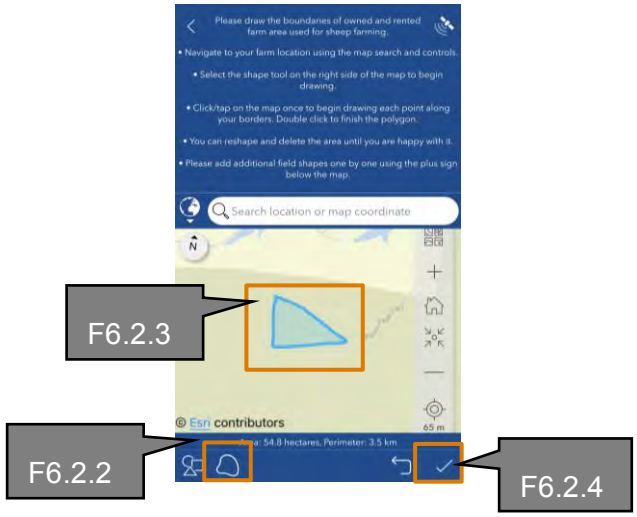
F6.2.2 After that, click on polygon map icon

F6.2.3 Then draw the farm area on the map.

F6.2.4 Once completed, click on the check mark icon on the bottom right.

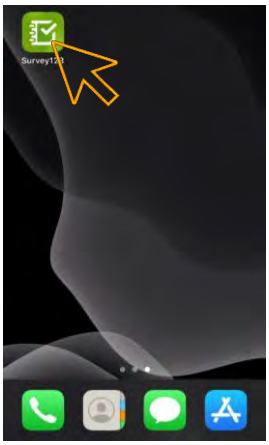
(Note: Maps will be able to support farm address up to street level).

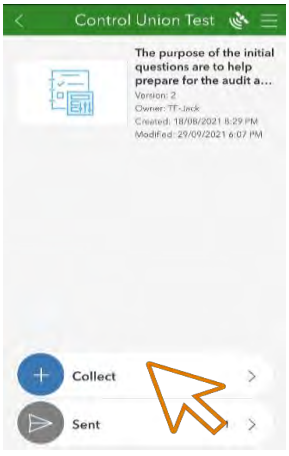




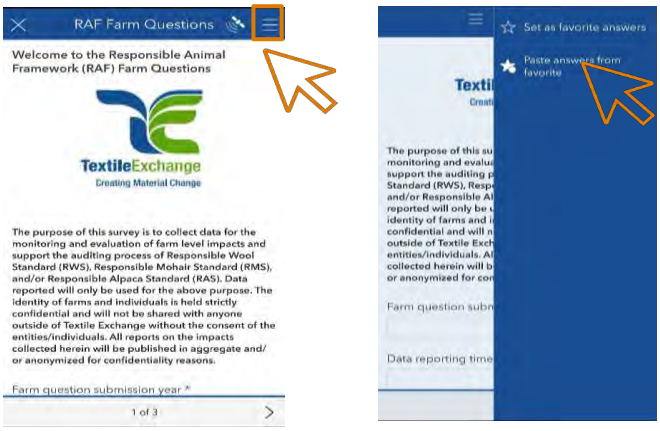
F7. Resubmitting Survey Answers Using Pre-Fill Function

F7.1 Open the Survey123 app by selecting "**Continue without signing in**". After that, click on the survey icon and then click "**Collect**".

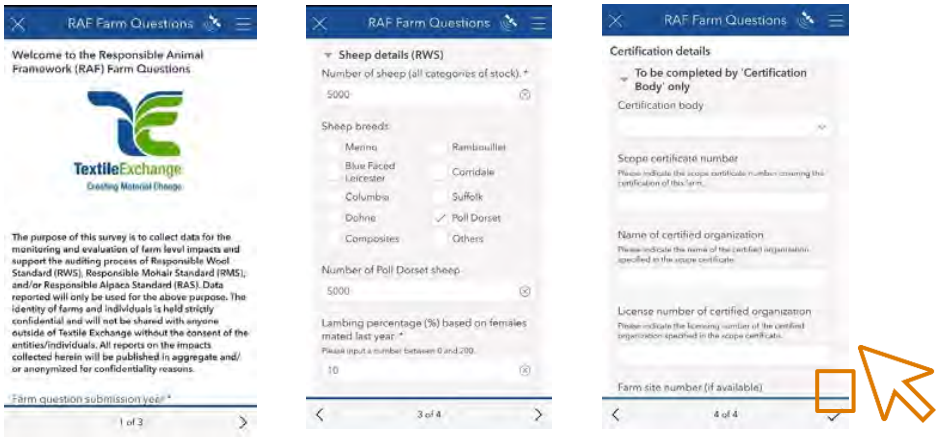




F7.2 Once the app opens the survey form, hover to the top 3 lines icon, and then click on "**Paste answers from favorite**".



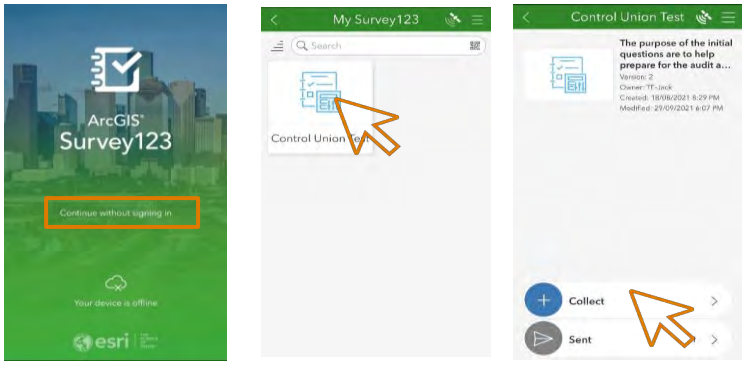
F7.3 Pre-fill function will paste the survey answers into the survey form (see below). Please amend survey answers if required and click on the check mark icon to resubmit another survey.



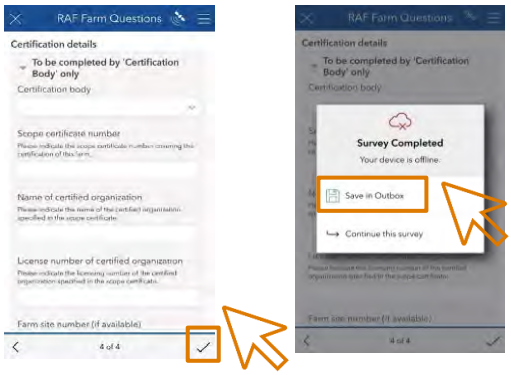
F8. Fill in the Survey Without Internet

F8.1 Filling in the survey without an internet connection is possible, but you will need to download the survey into your phone (see F2 for details).

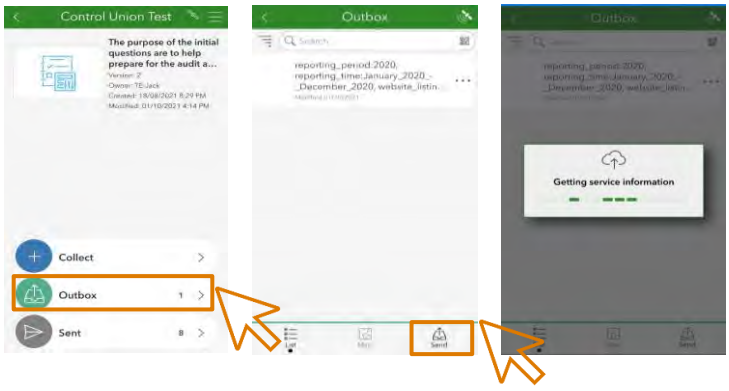
To begin, click on "**Continue without signing in**", then select the survey form and then click on "**Collect**".



F8.2 Fill in the survey by either using the pre-fill function or by keying in answers manually. Once you are done, click on the check mark icon and then click on "**Save in Outbox**".



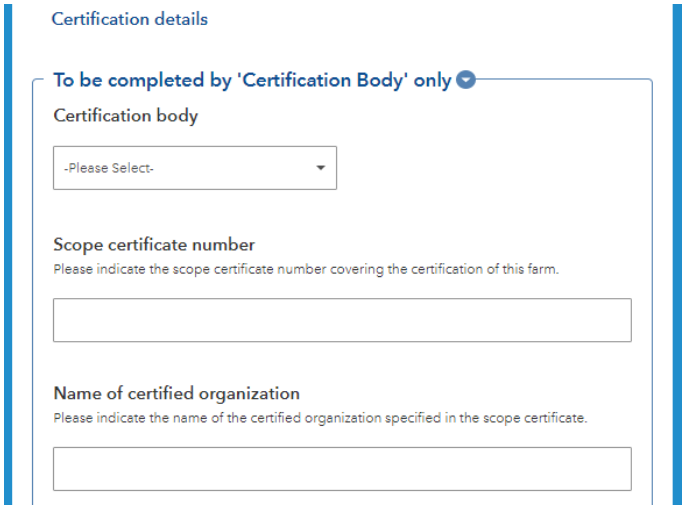
F8.3 Once you have an internet connection and are ready to submit the survey, click on "**Outbox**", and then "**Send**".



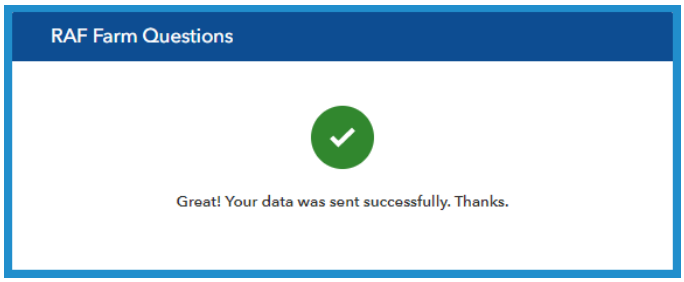
Section G - Submitting Survey and Additional Help

G1. Submitting Survey

Please do not fill in the last page of the survey. This page is intended for the certification body to complete.



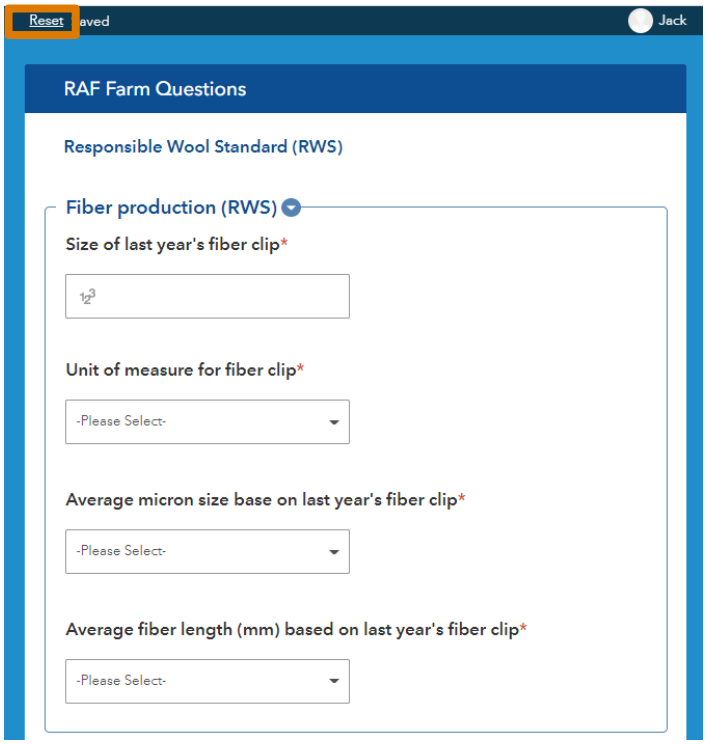
To submit the survey, click on 'Submit'. After that, a message will pop up to confirm survey submission.



G2. Saving Temporary Survey Results

Another handy tip to remember is that the farm questions are cloud-based and will automatically save your responses via your web browser as long as you do not clear your cache and browser history.

Please use the same link and continue where you left off. Alternatively, to clear all the questions already entered, click “Reset” on the top left panel to start fresh.



G3. Where to Get Additional Help?

Please contact Textile Exchange GIS project team via email at GIS@TextileExchange.org if you have any other further questions.