

KTB Data Submission Guide

Post-Event Requirements Beginning Spring 2022

Data is crucial to showing the overall impact the KTB network is having on the state of Texas and helps to secure funding and support for our efforts. Without you, we could not do what we do and without our supporters we could not supply the materials and resources we offer you and your community. Please help us secure funding, sponsors and support research and legislation by sharing your data with us.

Data is also important to your own community. It can reveal problems, support successes and help promote decision making and change in your own backyard. Please collect and share your own data with KTB, sponsors, board members, volunteers, decision makers and the community at large. If you have questions about collecting and sharing data please contact ktbcleanup@ktb.org.

How to Submit **Non-Cleanup Related Activity and Photos**:

Affiliates are not required to do a cleanup as part of their GAC or Fall Sweep activity. You can still get participation credit through beautification, recycling, HHW drop off events or a tire roundup.

EVERYONE must submit a [KTb Wrap Up Report](#) to gain credit for participating in a KTB event and remain eligible for free supplies **If you ONLY held NON-cleanup activity, you do not need to submit a report in the Texas Litter Database.** You can find the form to report these non-cleanup events by visiting <https://www.tfaforms.com/4982948>

Photos are not a requirement of event/activity reporting, but we do love to see the great work folks are doing. Please send only high quality photos unique to your event that might be used by KTB for social media or other marketing materials.

Photos should be labeled as follows: "Organization/Affiliate_Event and Date_PhotoCredit" (ex. Keep Hutto Beautiful_Fall Sweep 2020_Photo by Karen Maldonado). *By submitting photos, you are giving consent to photo use at will for promotional purposes by KTB.*

The Texas Litter Database is ONLY for cleanup data. If you held a cleanup event please continue to the next section to learn how to use the Texas Litter Database.

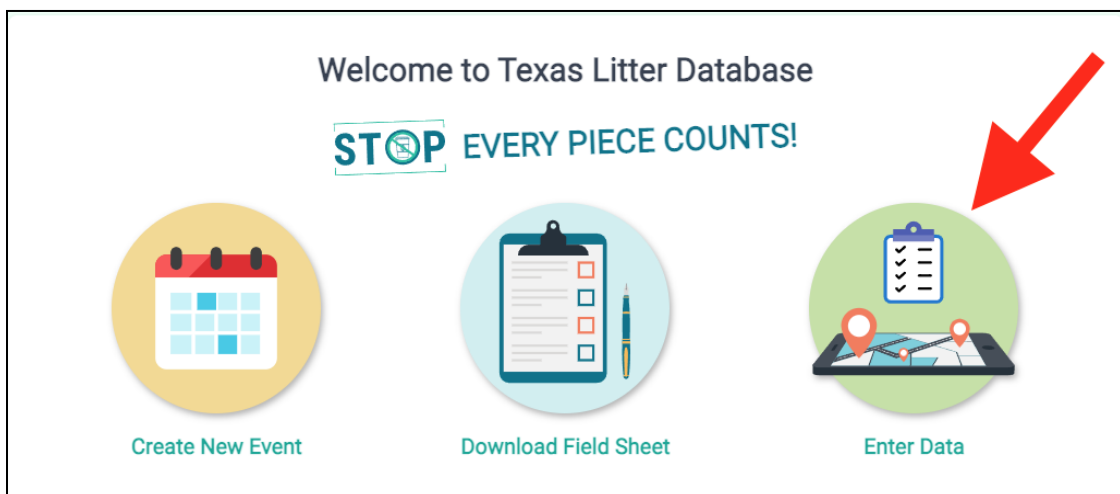
How to Submit Cleanup Data:

KTB is excited to manage and support the Texas Litter Database. This statewide repository will help Texas organizations compile, share and access strong data for research, reporting and even support of legislation. Beginning Fall 2021, KTB will require all affiliates to utilize this database to submit wrap up data and qualify for your Annual Recognition requirement of participating in one KTB signature event per year.

Texas Litter Database - KTB Affiliate User Guide

Log Into the Database:

- You can find the database link on all of our cleanup web pages (GAC, DMWTTTO, KTWC, Fall Sweep) or by visiting www.txlitter.org
- All database users must create a login (email and password) to use the database.
- This login is not related to KTB and will be unique to the database. We suggest you utilize one login per affiliate as everything entered under the login will be accessible in a dashboard. One login will allow you to see all data and activity from your affiliate in one location. (Example shown below)
- Once logged in you will find yourself on the Home screen. Click on “Enter Data”



Finding Your Event:

- You will be prompted to choose an “Event.” Each KTB program will have its own “event” set up for you to attach your data to. Please do not create your own “event” but choose the correct KTB “event” to link your data and receive credit.

Please enter a valid Event ID to report

Don't have an Event ID? Event ID matches the Event group and date with the trash data. Find your Event ID below to start entering data or create a New Event.

- KTB will provide a distinct “event ID” for each separate program (Ex: KTB Fall Sweep 2021, KTB GAC 2022). There will be an ID, direct link and QR code available for each event. These direct links will be provided on the corresponding KTB event web page and on all announcements and promotions related to the event.

Event - KTB Fall Sweep 2021

Share The Event

Event ID: E-LG

Click to copy the link or share it using QR code

<https://txlitter.org/report/new?e=E-LG>

- Once logged in you should be able to go directly to the event using the weblink, by entering the Event ID in the prompt area above or by taking a photo of the QR code on your mobile device.

Entering Data:

- Once on the correct event page you can begin entering your data.

New Trash Report

Related Event

ID: E-LG
Name: KTB Fall Sweep 2021
Start Date: 09-01-2021
Organization: Keep Texas Beautiful

[Update](#)

STOP: Texas Litter Database
Every Piece Counts!

1. Track a line (enter in distance below, say 100 ft) and pick up every single piece of trash you see (If you did a Take 2 bottle count, use the same location).
2. Try to get any piece of trash the size of a cigarette butt or larger.
3. Record the number of individual items.

* On fragments, there may be just too many broken bits to count. You can do a visual estimate in those cases.

Report Info

* Location: [Locate](#)

* Date:

* Time:

Site Info

* Site Name:

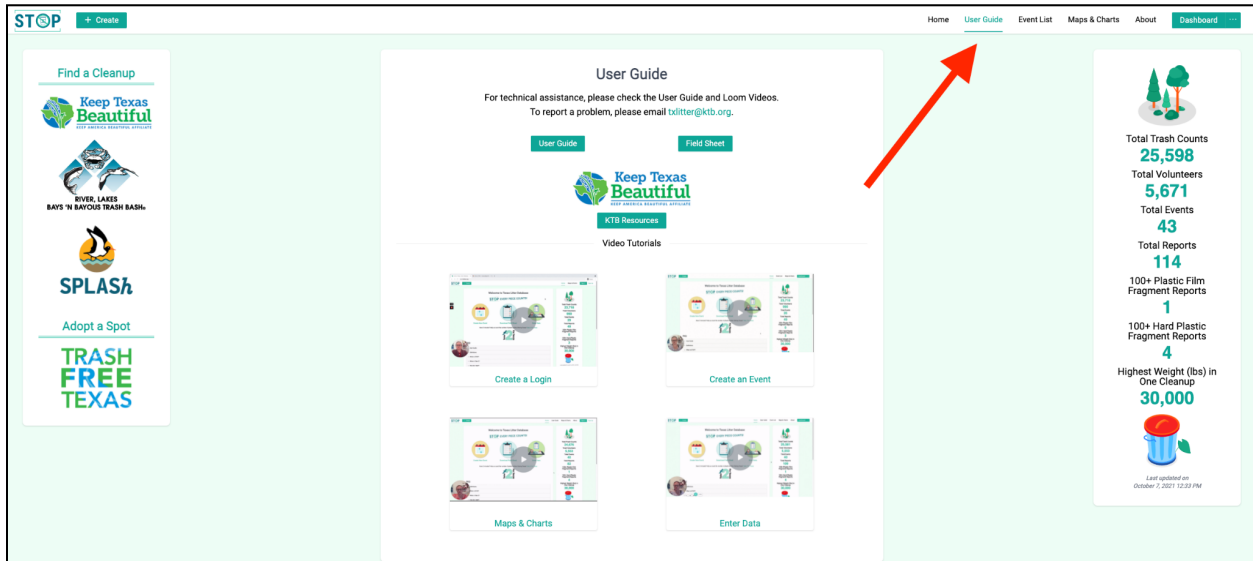
* Site Types: ⓘ

Total Hours: ⓘ

- There are short videos, a recorded training session and other resources to answer questions and assist with the data entry section. (See below for details.)
- Remember that, similar to our old wrap ups, you are only required to answer the questions with a red mark, other fields may apply to you and others may not. Answer what you can and skip what you cannot.
- Don't forget to "submit" once you are done.
- You can access, edit or even delete any reports you submit by accessing them through the dashboard shown above.

Additional Guidance:

- Visit us at www.ktb.org/litterdatabase (Research)
 - Watch pre-recorded Deep Dive Training Webinar
 - Access this guide and other resources
- Explore the “User Guide” in the database for helpful videos and resources.



- The database does not allow photo downloads so you will need to submit photos in the KTB Wrap Up Report if you wish to share visuals of your cleanup activity. Photos are not required.
- The Database is mobile friendly so you don't have to use a computer to enter your data or access your affiliate information.

Using the Database Outside of KTB:

We would love for you to use the Database for your own activities. You are only required to submit data to KTB when you receive free supplies from us, but we know you do many cleanup projects throughout the year that are not shared. Please feel free to create your own “Events” in the database and enter as much data as you like.

When creating an “event”

- You might consider creating one single “event” to link all of your affiliate activity (Ex: Keep Irving Beautiful Cleanups 2021)
- If you have several events or programs you might want to create multiple “events” (Ex: KSMB Monthly HotSpot Cleanups, KDB Adopt A Spot Cleanups, KIB Waterway Cleanups,etc.).
- An “event” can have as few as one or as many data reports as you like attached to them.
- You can use your events for staff to enter data or share the Event ID and link to allow your residents, volunteers, etc. to attach their own reports to your event.
- Remember to keep all of your events and staff reports in the same login so you can use your dashboard to easily find everything you need.
- Video instructions on ‘Creating an Event” and downloading your data can be found on the [User Guide](#) page of the Database.

This is not a KTB database, but a statewide repository for everyone concerned with litter in the state of Texas. The more data and the more accurate the data, the stronger the tool becomes for all parties using it. Please share your data throughout the year and use this tool for your own organization as well as reporting on KTB participation!

We encourage you to share the database with your partners and other organizations that you feel should be using this valuable tool and database. Promotional materials are available in the [Texas Litter Database Marketing Toolkit](#).

Thank you for helping us Keep Texas Beautiful!

Questions regarding data collection, reporting or the Texas Litter Database please contact ktbcleanup@ktb.org