

2026 (v6)

PGCLitterTRAK Users Manual



for use by
**Community
Groups and
County
Citizens**

Prince George's County

Department of the
Environment

Flood Management and
Environmental Resilience
Division



Table of Contents

<u>Introduction.....</u>	<u>3</u>
<u>Download Survey123 & Installation.....</u>	<u>4</u>
<u>Tablet/Phone Android settings.....</u>	<u>7</u>
<u>Tablet/Phone Apple settings.....</u>	<u>9</u>
<u>Logging in & Download PGCLitterTRAK Survey.....</u>	<u>13</u>
<u>Using PGCLitterTRAK.....</u>	<u>19</u>

Introduction



PGCLitterTRAK is an app that will be used by County residents and/or community groups that are interested in reporting their efforts to reduce litter in their communities. PGCLitterTRAK will serve as a tracking tool to aid residents in keeping track of removed litter and the amount of bagged trash and items removed from various locations in the County. Data collected by PGCLitterTRAK will be used for annual reporting documents to the Maryland Department of the Environment. PGCLitterTRAK is also built on the Survey123 platform and data collected is used to build a DoE map that displays each pinpoint location and associated collected amount. Data is collected and stored in a Cloud server. This app will continue to be supported by DoE Cloud servers and will be available to County Residents and Community Groups through registration.

Assistance will be provided to citizens at community events that DoE staff will attend. Individuals will be able to register by putting their information on the Litter Reduction page of the Prince George's County website.

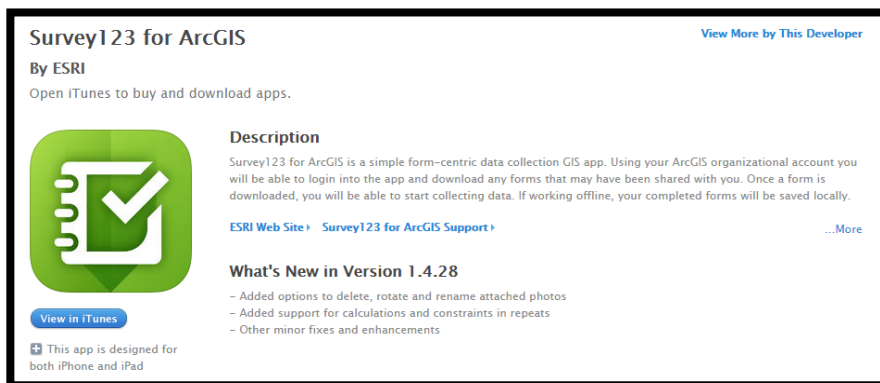
The app is open to anyone with the URL of <https://arcg.is/1e81Kn4> or QR code below. Username are no longer required.




Download Survey123 for ArcGIS

Download the **SURVEY123 FOR ARCGIS** application for your mobile device from appropriate app store on your device

Download page - Free App download (Apple)



Survey123 for ArcGIS [View More by This Developer](#)
 By **ESRI**
 Open iTunes to buy and download apps.



[View in iTunes](#)

This app is designed for both iPhone and iPad

Description

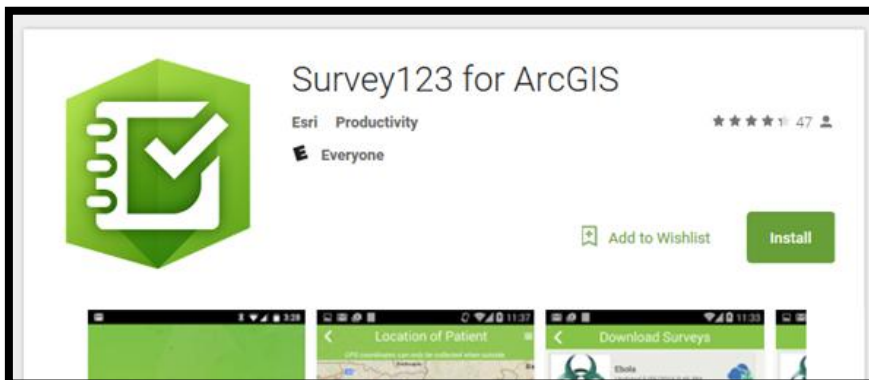
Survey123 for ArcGIS is a simple form-centric data collection GIS app. Using your ArcGIS organizational account you will be able to login into the app and download any forms that may have been shared with you. Once a form is downloaded, you will be able to start collecting data. If working offline, your completed forms will be saved locally.

[ESRI Web Site](#) [Survey123 for ArcGIS Support](#) [...More](#)

What's New in Version 1.4.28

- Added options to delete, rotate and rename attached photos
- Added support for calculations and constraints in repeats
- Other minor fixes and enhancements

Download page - Free App download (Android)

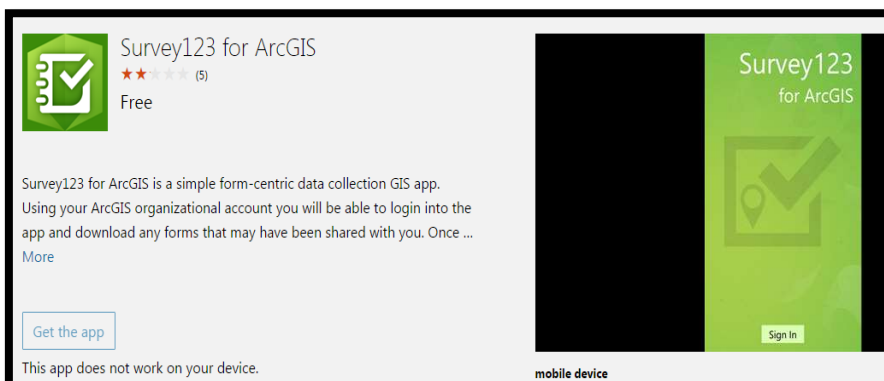


Survey123 for ArcGIS
 Esri Productivity ★★★★☆ 47
 Everyone

[Add to Wishlist](#) [Install](#)

Below the app card, there are three preview images showing the app's interface on an Android device, including a map view and a form view.

Download page - Free App download (Windows)

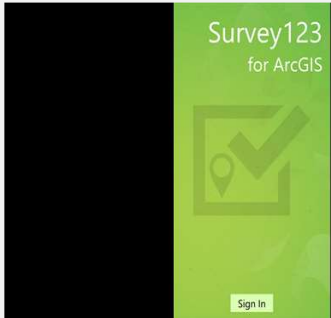


Survey123 for ArcGIS
 ★★☆☆☆ (5)
 Free

Survey123 for ArcGIS is a simple form-centric data collection GIS app. Using your ArcGIS organizational account you will be able to login into the app and download any forms that may have been shared with you. Once ...
[More](#)

[Get the app](#)

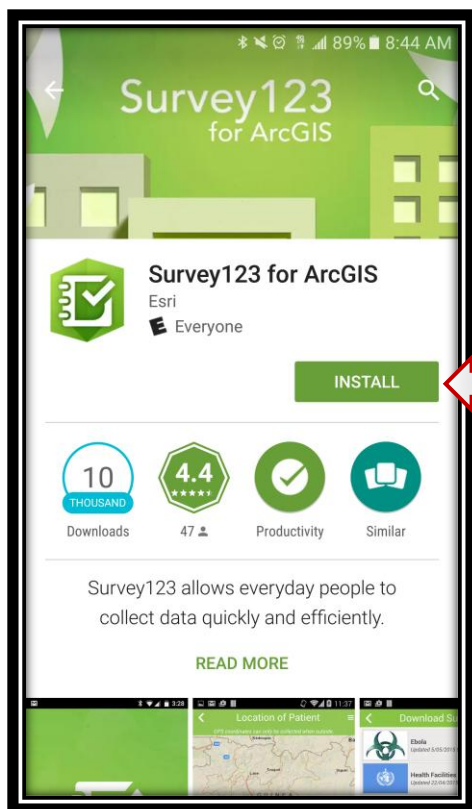
This app does not work on your device.



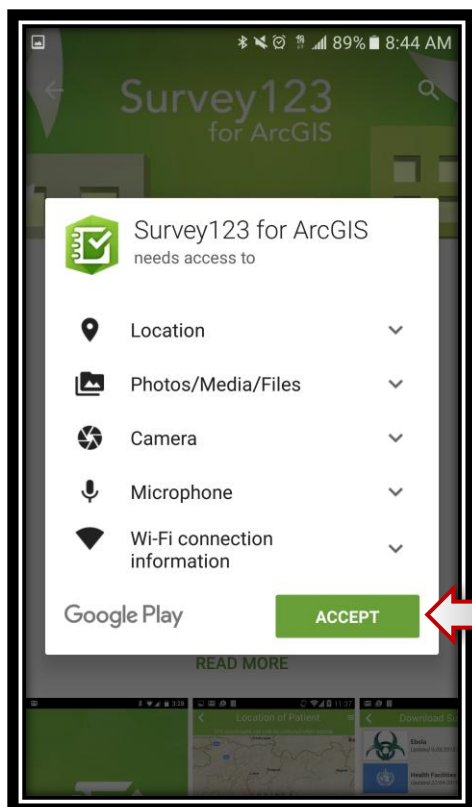
Survey123
for ArcGIS

[Sign In](#)

mobile device



Select Install



Accept all defaults

There are a couple settings on your device that may need to be changed depending on your current configuration.

- Wi-Fi – On (improves location accuracy)
- Location – On (so device can locate the point on map)
- Screen timeout (if you screen locks too quickly)

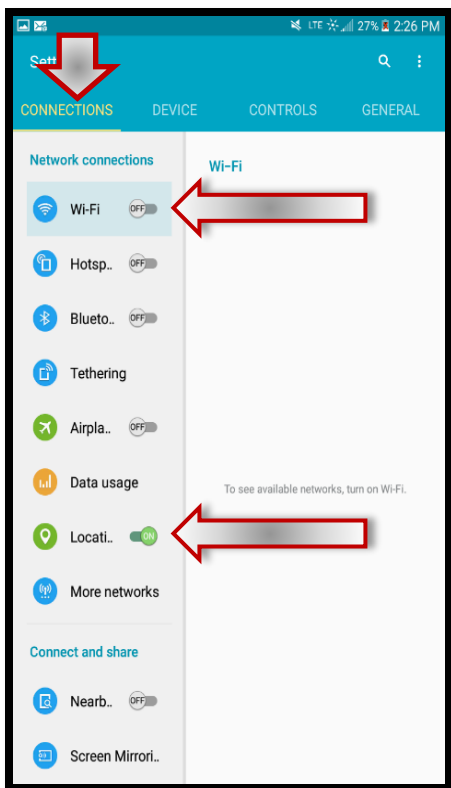
Following is examples of android and apple devices in case you need to change your settings

Tablet – Settings for Android devices



If you need to change settings on your device

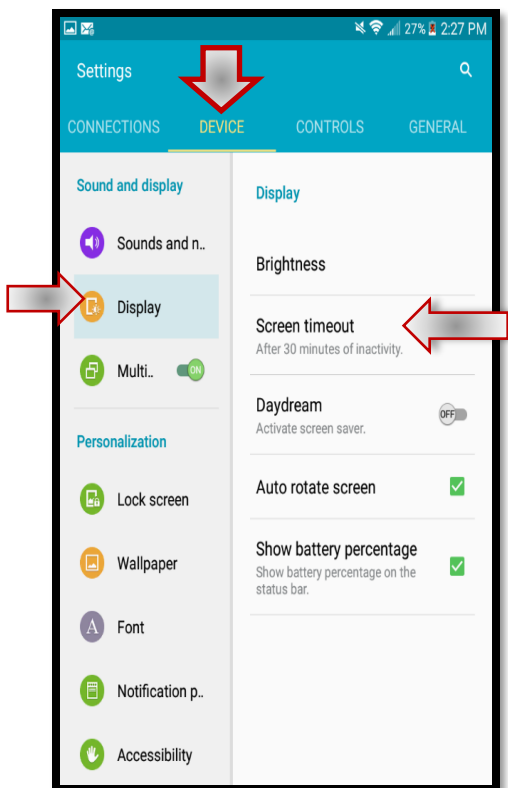
Select “Settings”



Select “Connections”

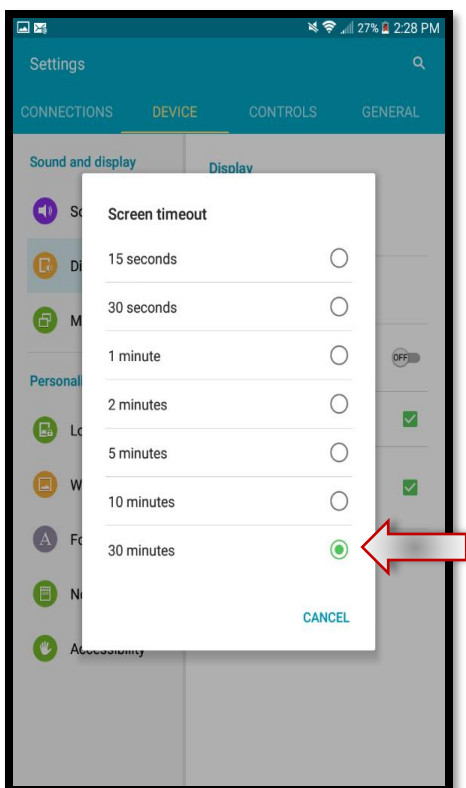
Turn **ON** Wi-Fi by Selecting the slider under the word Wi-Fi

Turn **ON** Locations (Always check that Locations is turned on) by Selecting the slider under the word Location.



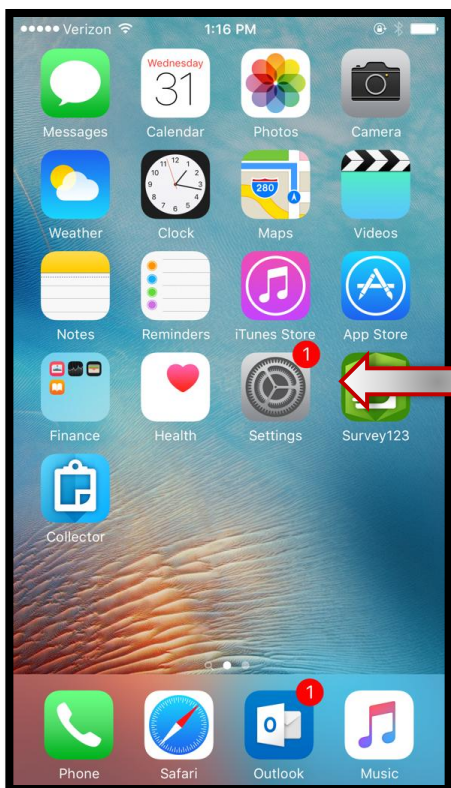
If your device keeps timing out, or going to sleep too quickly, you can lengthen the screen timeout.

- Select Settings
- Select Device
- Select Display
- Select Screen Timeout



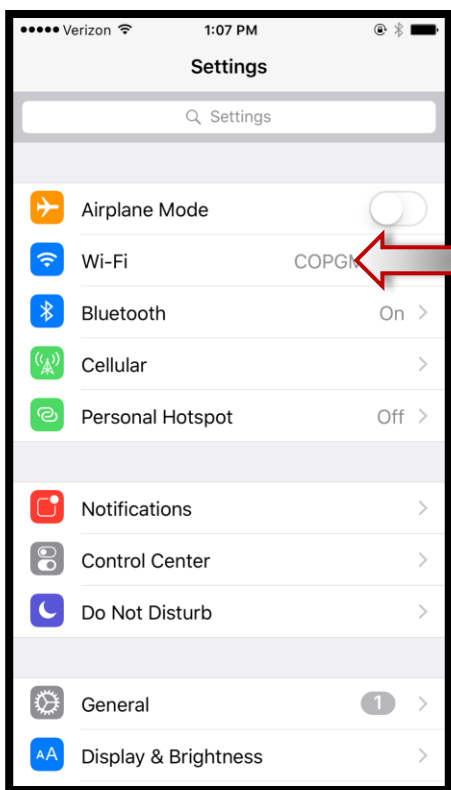
Select your preferred screen timeout option

Tablet – Settings for Apple devices

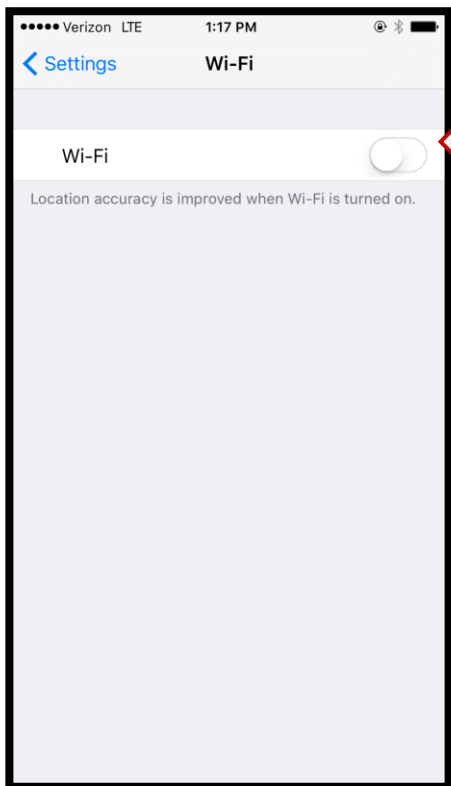


If you need to change settings on your device

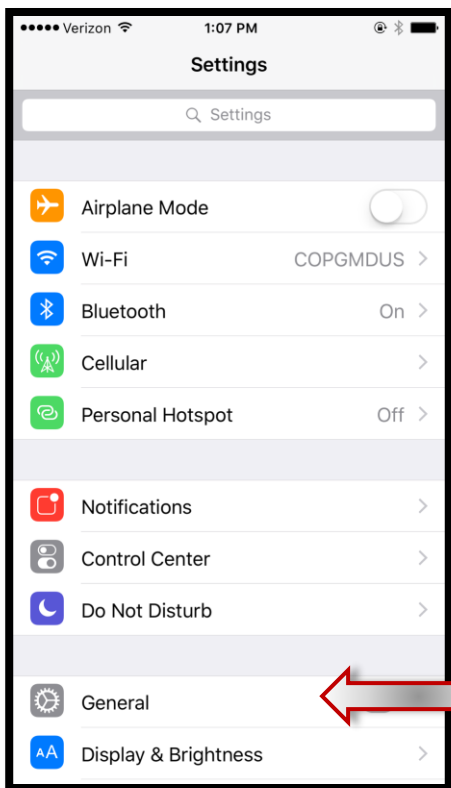
Select “Settings”



Select “Wi-Fi”

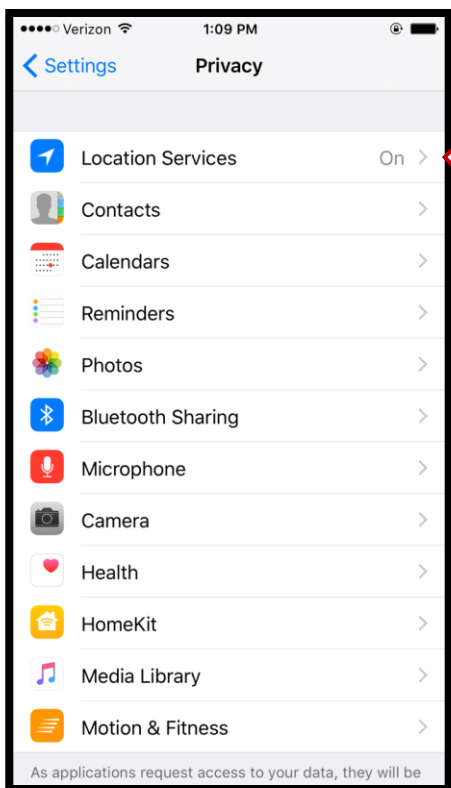


Turn **ON** Wi-Fi by
Selecting the slider
under the word Wi-Fi

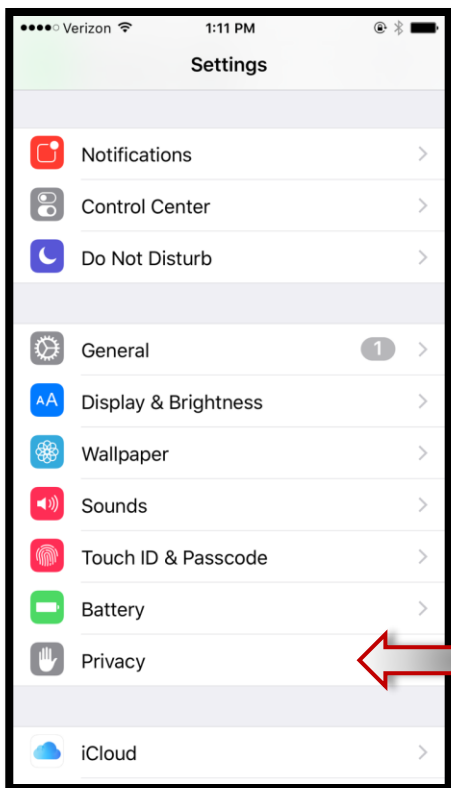


To turn **ON** Locations

Select "General"

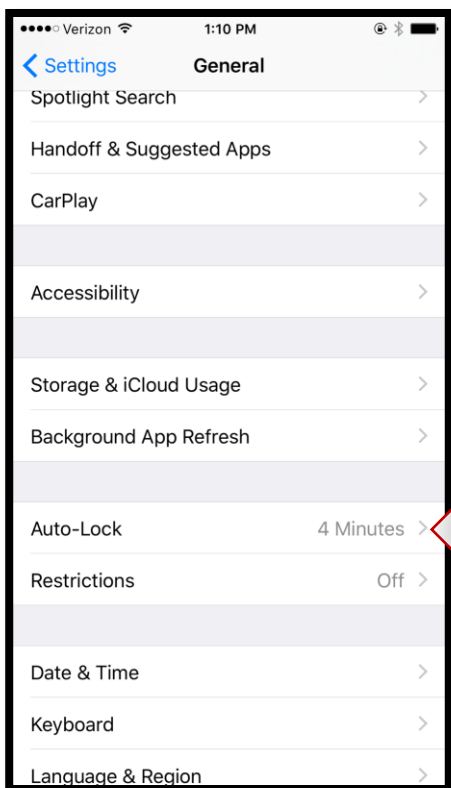


Turn **ON** Location Services by Selecting the slider

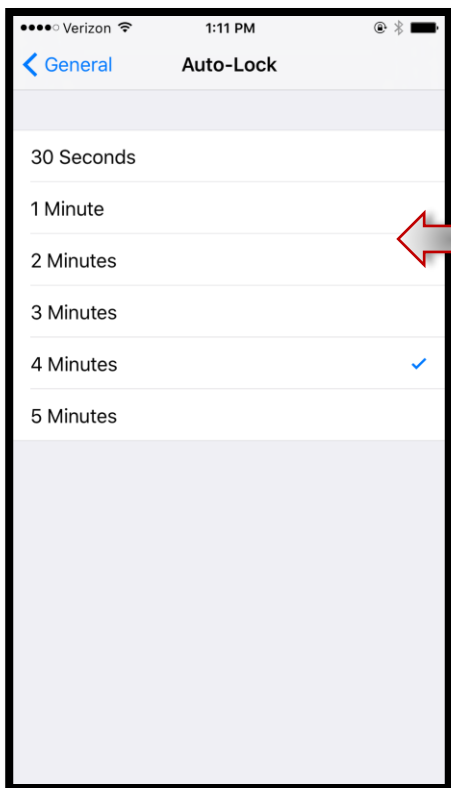


If your device keeps timing out, or going to sleep too quickly, you can lengthen the screen timeout.

Select "Privacy"



Select "Auto-Lock"



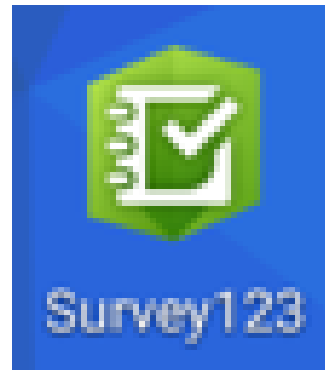
Select your preferred screen timeout option

Logging in & Download Survey (1st time)



When collecting litter, users will be using the Survey123 App.

Select Survey123

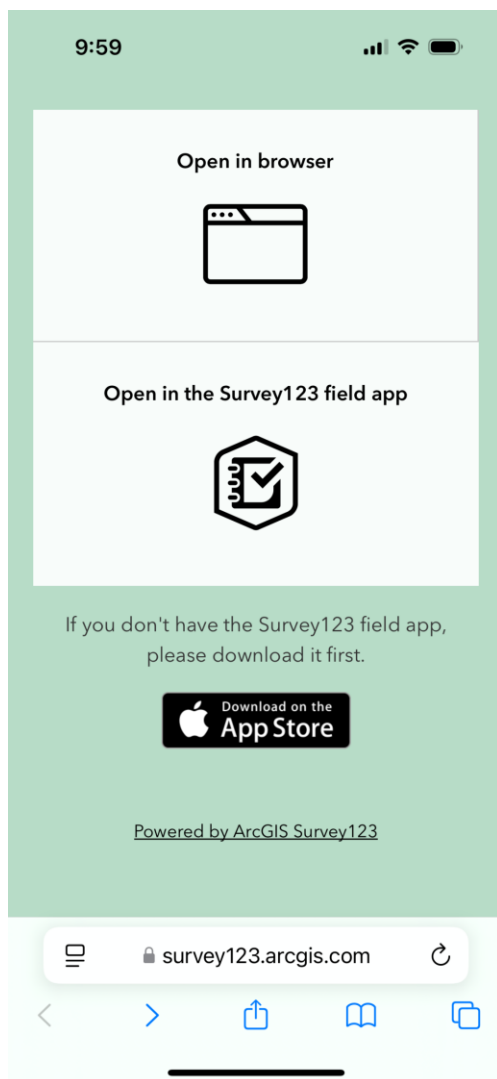


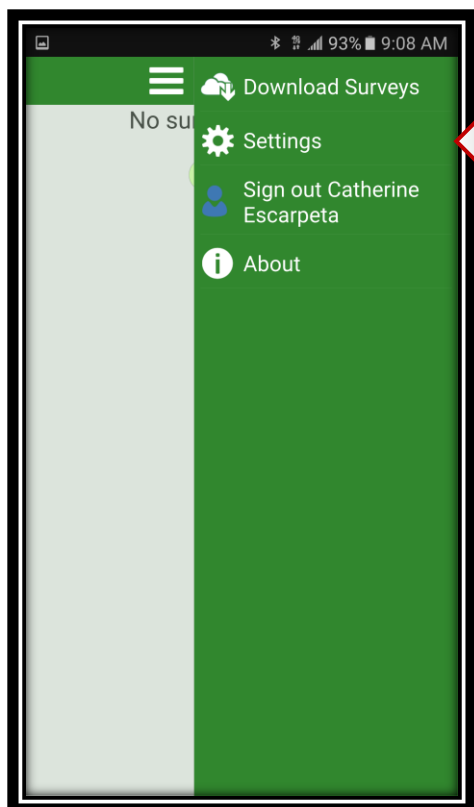
The app is open to anyone with the URL of <https://arcg.is/1e81Kn4> or QR code




Username are no longer required.

When using the URL or QR code, users are given the option to open in browser or open in survey 123. If you have survey123 installed it will download automatically.



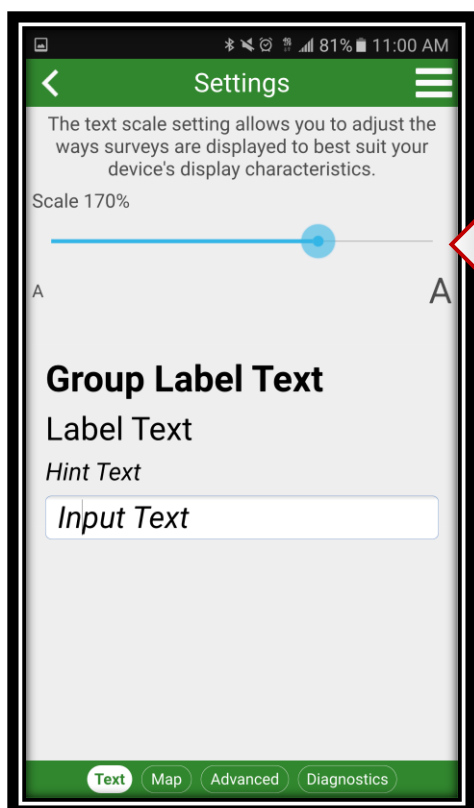


If you select the option button  on My Survey screen

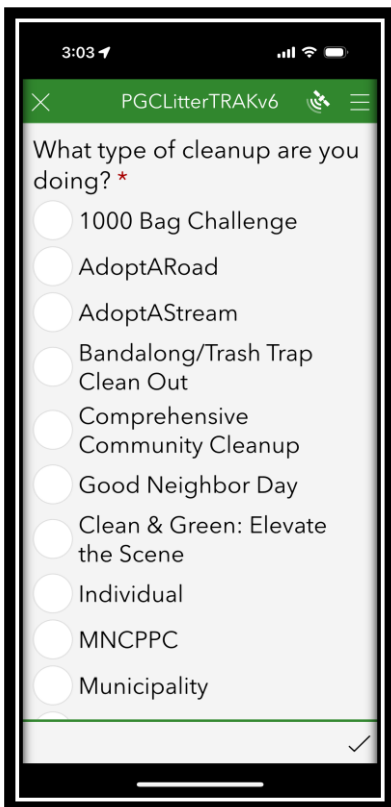
You can Download surveys

Change settings

Sign in/out of your ARCGis Online account



Sliding the blue circle on the bar will increase the size of text for your survey

A screenshot of a mobile application interface. At the top, the status bar shows the time '3:03' and signal strength. The app's title bar is green with a white 'X' on the left, 'PGCLitterTRAKv6' in the center, and a white location pin icon and a white menu icon on the right. The main content area is white and contains the question 'What type of cleanup are you doing? *' followed by a list of radio button options: '1000 Bag Challenge', 'AdoptARoad', 'AdoptAStream', 'Bandalong/Trash Trap Clean Out', 'Comprehensive Community Cleanup', 'Good Neighbor Day', 'Clean & Green: Elevate the Scene', 'Individual', 'MNCPPC', and 'Municipality'. A green checkmark is visible at the bottom right of the list.

Text at 170%

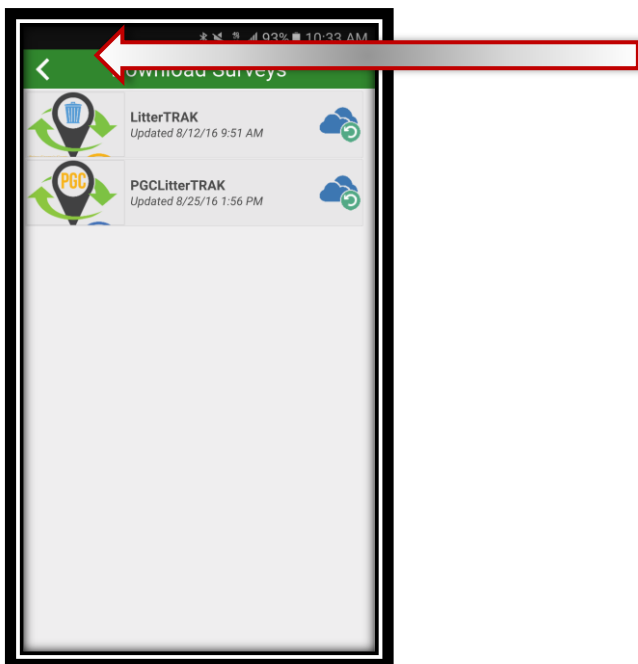


Select on
PGCLitterTRAKv6

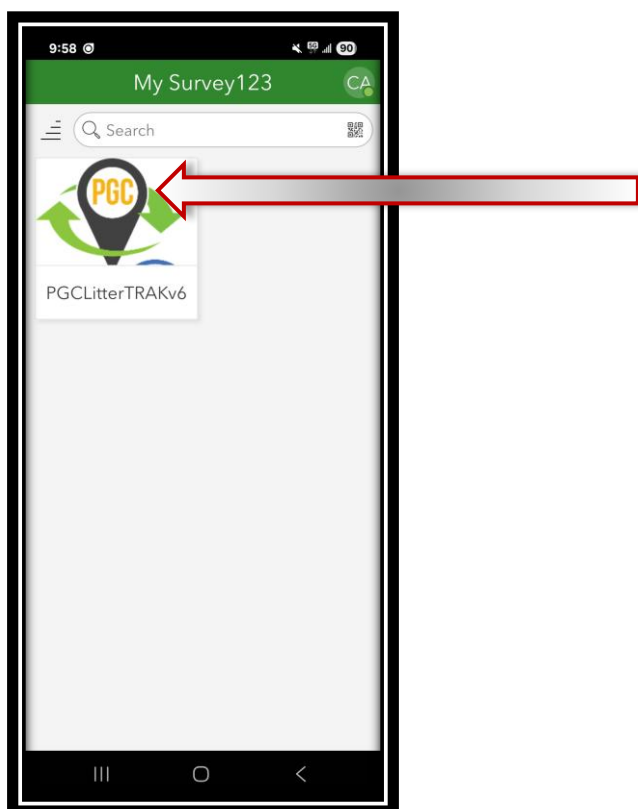
Surveys are only
available if you are in
the assigned group
So you may only see
one survey available
to you



Select back arrow key



Select back arrow



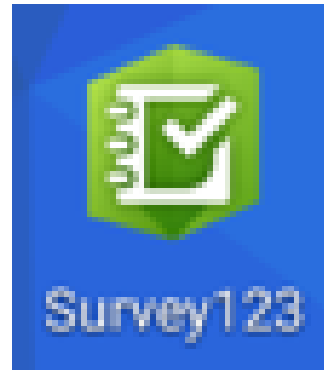
Select PGCLitterTRAK

Using PGCLitterTRAK



When collecting litter, users will be using the Survey123 App.

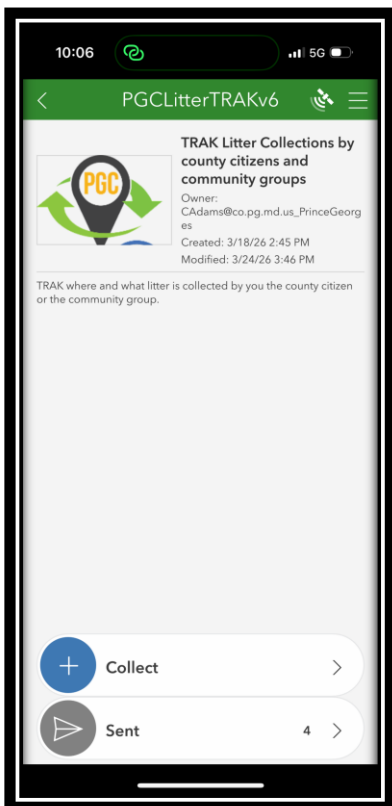
Select Survey123



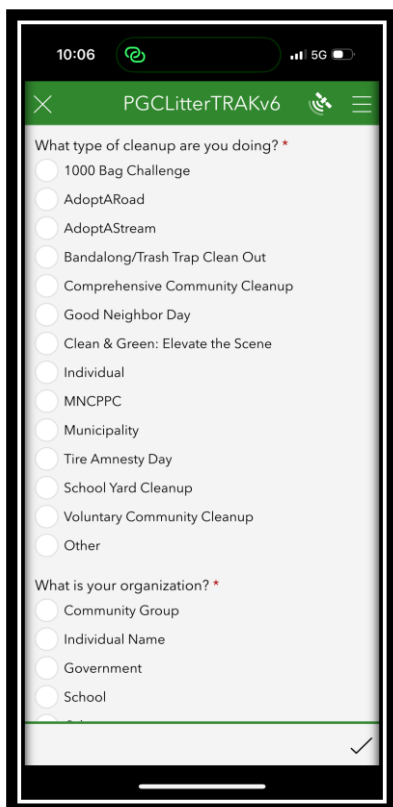
Select PGCLitterTRAK



Any questions that
have a red asterisk
require an answer!!!



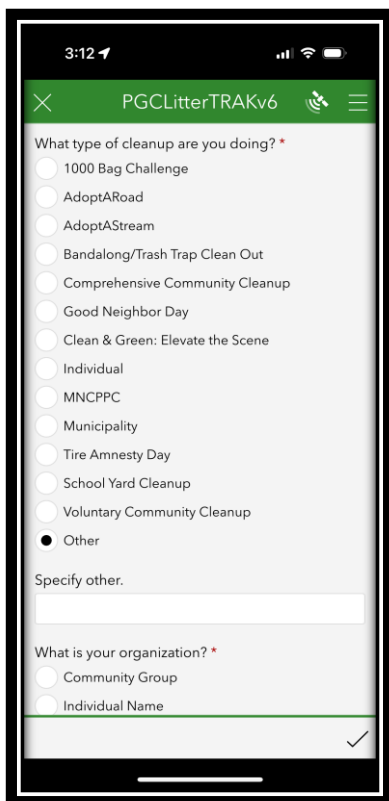
Select Collect to start collecting data via the form



Select answer to questions

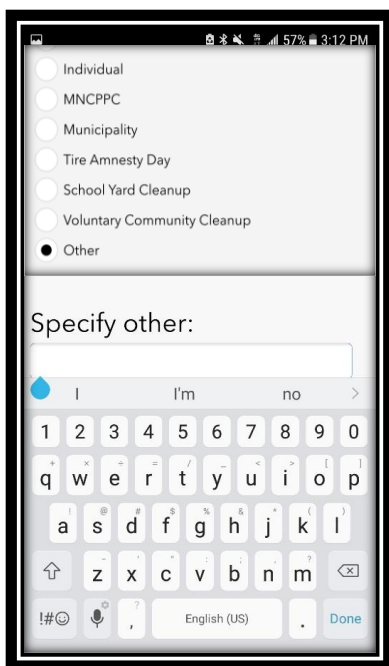
Depending what you pick from the list, this may/may not prompt another list of questions.

* Required answer

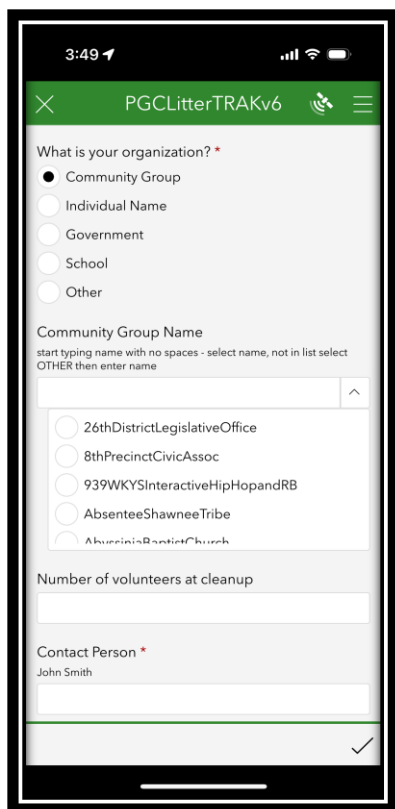


Selecting “Other” prompts you to specify other by typing in response

This works same for all questions

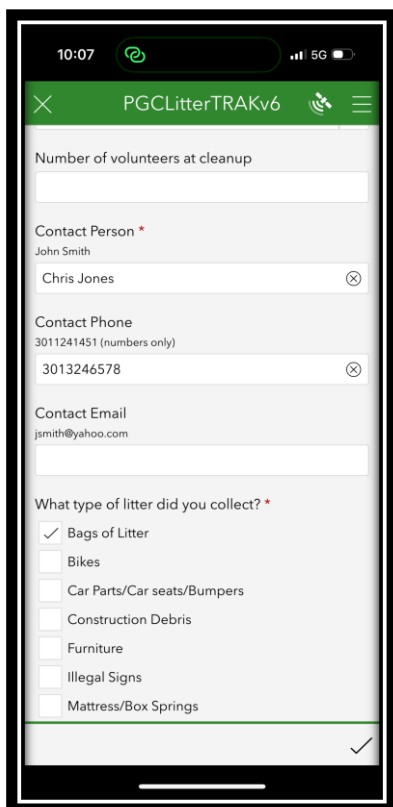


You can type in your response using keypad

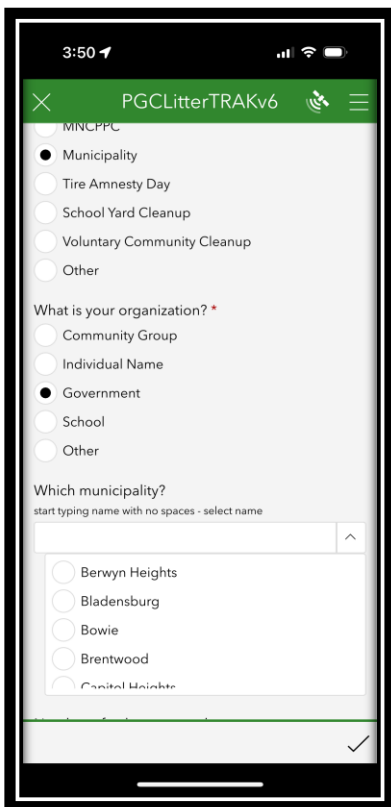


Select your type of organization

If you are a community group select your group name from list. If not in list, select "Other" then type it in



- Number of volunteers (numbers only)
- Enter contact person (required)
- Contact phone (numbers only)
- Contact email



PGCLitterTRAKv6

MNCPPC

Municipality

Tire Amnesty Day

School Yard Cleanup

Voluntary Community Cleanup

Other

What is your organization? *

Community Group

Individual Name

Government

School

Other

Which municipality?

start typing name with no spaces - select name

Berwyn Heights

Bladensburg

Bowie

Brentwood

Capital Heights



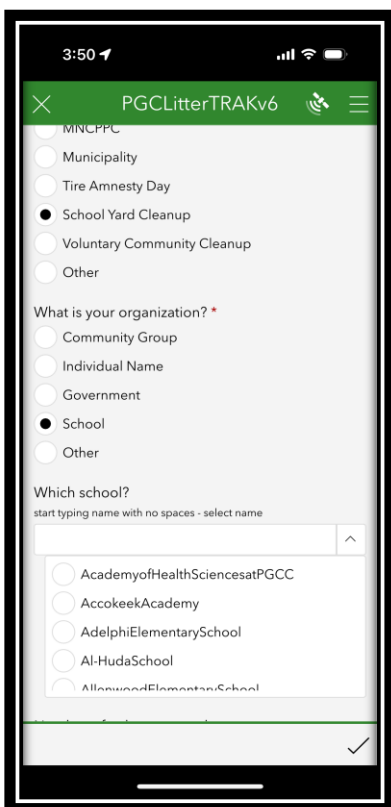
If type of Cleanup is Municipality



Select government if you are a municipality or MNCPPC



Select name of municipality in drop down list



PGCLitterTRAKv6

MNCPPC

Municipality

Tire Amnesty Day

School Yard Cleanup

Voluntary Community Cleanup

Other

What is your organization? *

Community Group

Individual Name

Government

School

Other

Which school?

start typing name with no spaces - select name

AcademyofHealthSciencesatPGCC

AccokeekAcademy

AdelphiElementarySchool

Al-HudaSchool

AllwoodElementarSchool



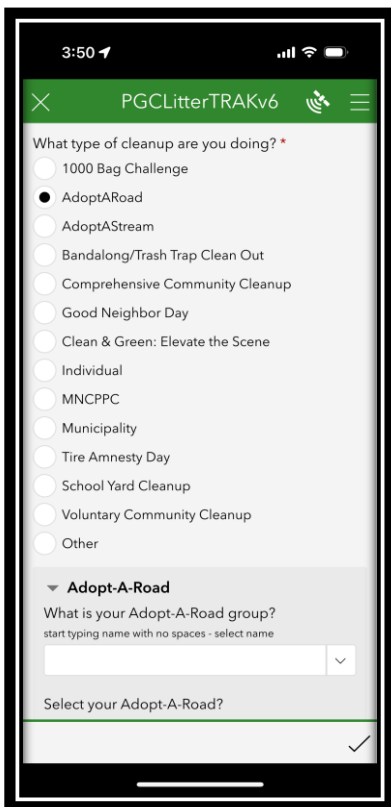
If type of Cleanup is School Yard Cleanup



Select school under Organization

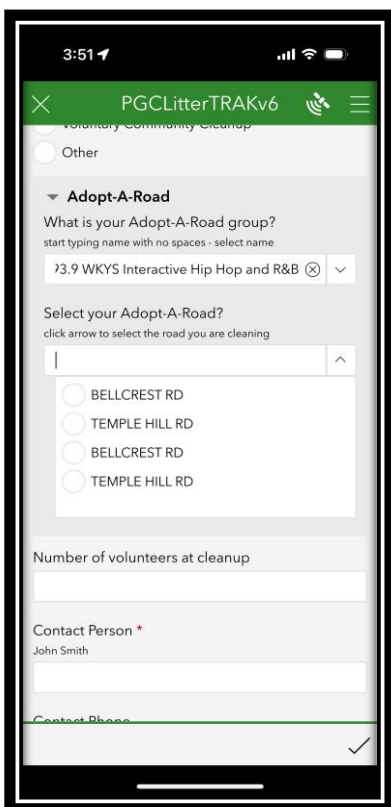


Select name of school in drop down list



Select “Adopt-A-Road”


Opens Adopt-A-Road section which has specific questions based groups that have a signed agreement with DPW&T for Adopt-Road program



Select Adopt-A-Road group

Selecting “Adopt-A-Road” prompts you to select which your group

Only lists groups that are in the adopt-a-road program



10:08

PGCLitterTRAKv6

What type of litter did you collect? *

- Bags of Litter
- Bikes
- Car Parts/Car seats/Bumpers
- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge
- Tires
- TV
- Yard Waste
- Other

How many tires? *

if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

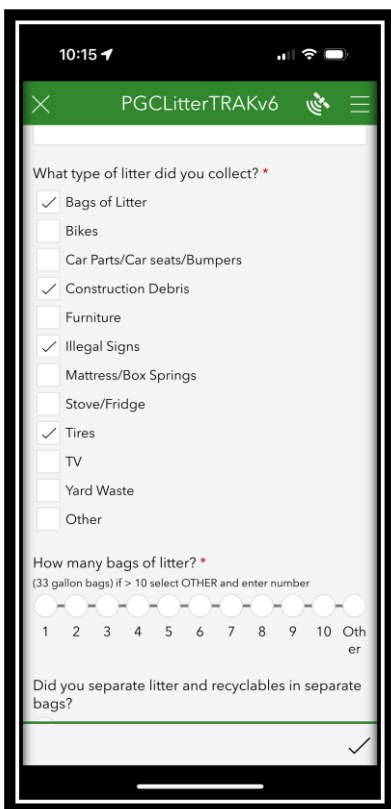
Additional Info you would like to provide:

✓



Select type of litter

Depending what you pick from the list, this may/may not prompt another list of questions.



10:15

PGCLitterTRAKv6

What type of litter did you collect? *

- Bags of Litter
- Bikes
- Car Parts/Car seats/Bumpers
- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge
- Tires
- TV
- Yard Waste
- Other

How many bags of litter? *

(33 gallon bags) if > 10 select OTHER and enter number

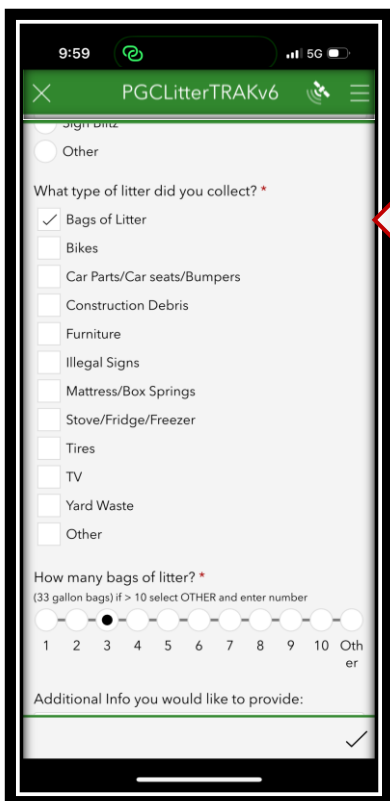
1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?

✓



You can select multiple types of litter.



9:59 PGCLitterTRAKv6

What type of litter did you collect? *

- Bags of Litter
- Bikes
- Car Parts/Car seats/Bumpers
- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge/Freezer
- Tires
- TV
- Yard Waste
- Other

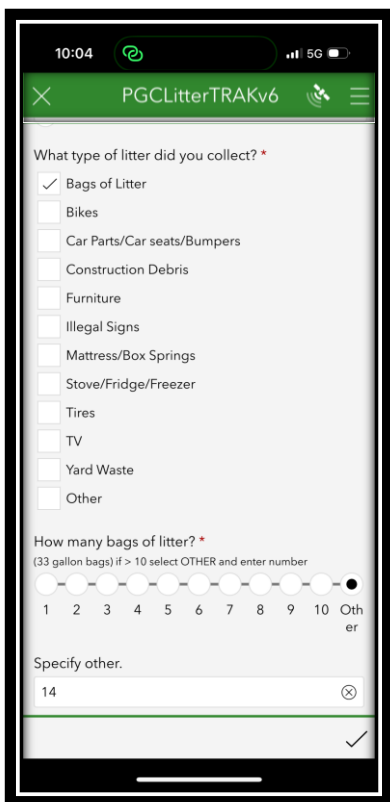
How many bags of litter? *

(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

Selecting “Bags of Litter” prompts you for count of how many bags of litter



10:04 PGCLitterTRAKv6

What type of litter did you collect? *

- Bags of Litter
- Bikes
- Car Parts/Car seats/Bumpers
- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge/Freezer
- Tires
- TV
- Yard Waste
- Other

How many bags of litter? *

(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

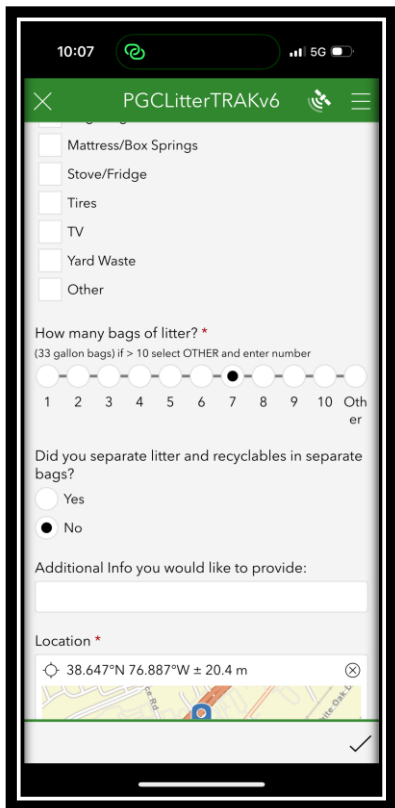
Specify other.

14

All counts work the same way

Select number of bags, if more than 10 bags select “Other”

Enter number of bags (numbers only ex. 14)



PGCLitterTRAKv6

- Mattress/Box Springs
- Stove/Fridge
- Tires
- TV
- Yard Waste
- Other

How many bags of litter? *
(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?


Yes
 No

Additional Info you would like to provide:

Location *
38.647°N 76.887°W ± 20.4 m



Asked if separate litter and recyclables



PGCLitterTRAKv6

- TV
- Yard Waste
- Other

How many bags of litter? *
(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?

Yes
 No

How many bags of recyclables? *
(33 gallon bags) if > 10 select OTHER and enter number

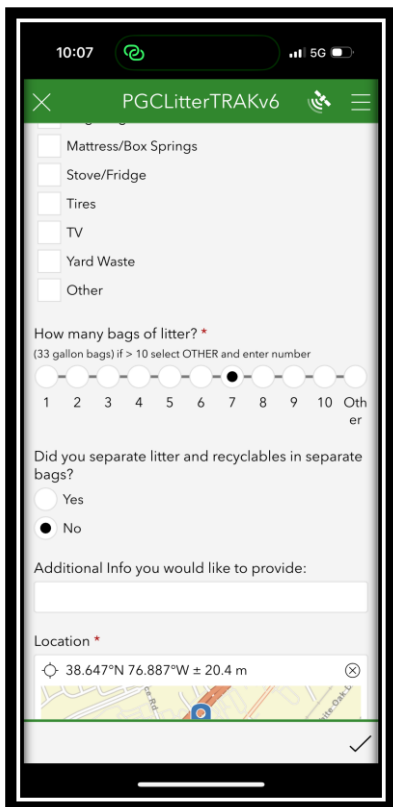
1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

Location *
38.647°N 76.887°W ± 20.4 m



Selecting "Yes" prompts you for count of how many bags of recyclables you collected



10:07

PGCLitterTRAKv6

- Mattress/Box Springs
- Stove/Fridge
- Tires
- TV
- Yard Waste
- Other

How many bags of litter? *
(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?

Yes

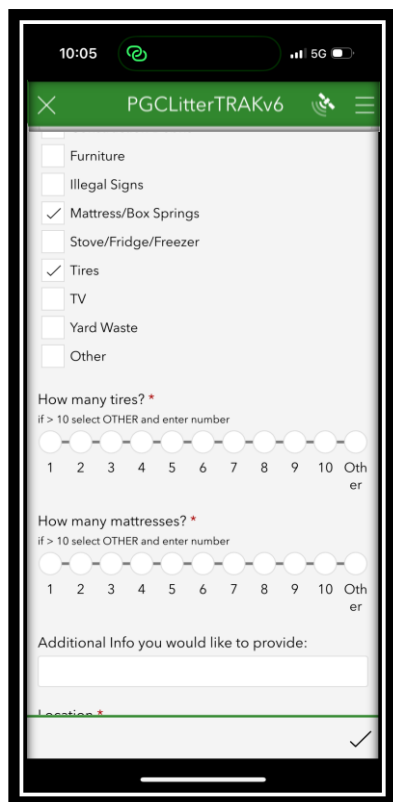
No

Additional Info you would like to provide:

Location *

38.647°N 76.887°W ± 20.4 m

Selecting "No" just takes you to next question



10:05

PGCLitterTRAKv6

- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge/Freezer
- Tires
- TV
- Yard Waste
- Other

How many tires? *
if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

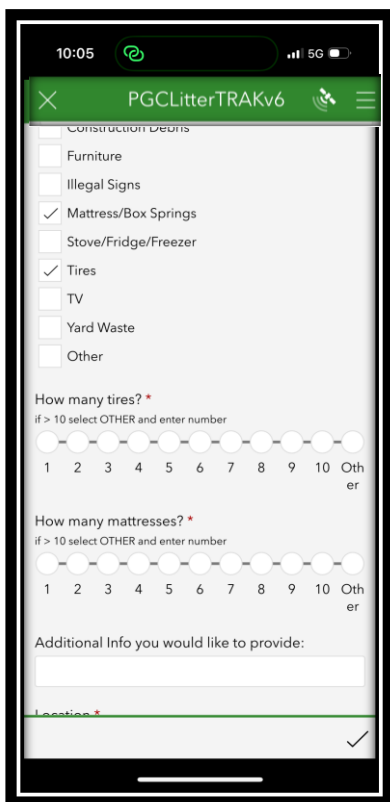
How many mattresses? *
if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

Location *

Additional information you would like to let us know, etc.



PGCLitterTRAKv6

- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge/Freezer
- Tires
- TV
- Yard Waste
- Other

How many tires? *
if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

How many mattresses? *
if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

Location *



Selecting “Tires” or “Mattresses” prompts you for count of how many tires or mattresses




PGCLitterTRAKv6

What type of litter did you collect? *

- Bags of Litter
- Bikes
- Car Parts/Car seats/Bumpers
- Construction Debris
- Furniture
- Illegal Signs
- Mattress/Box Springs
- Stove/Fridge/Freezer
- Tires
- TV
- Yard Waste
- Other

How many signs? *
if > 10 select OTHER and enter number

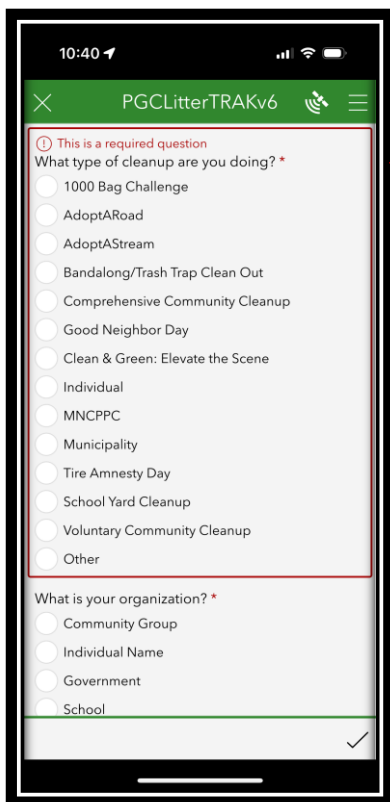
1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

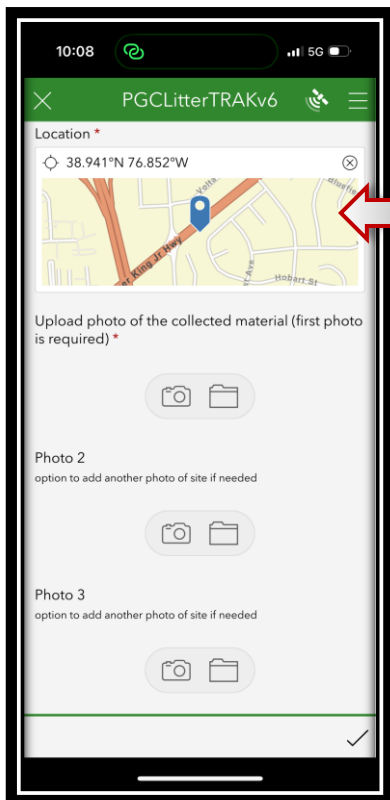


Selecting “Illegal Signs” prompts you for count of how many signs were collected

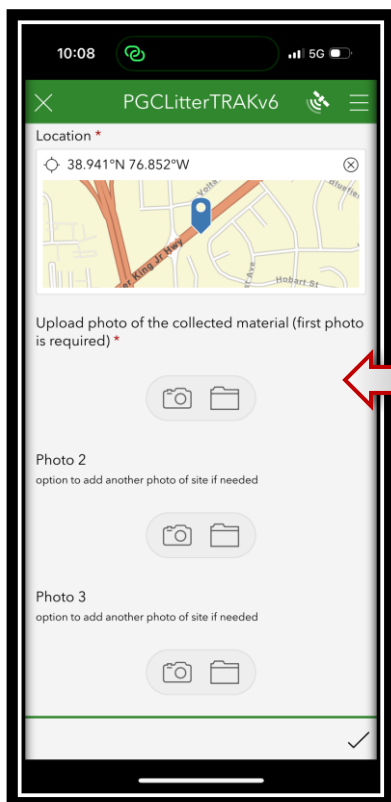




If you do not answer a required question – a required message pops up

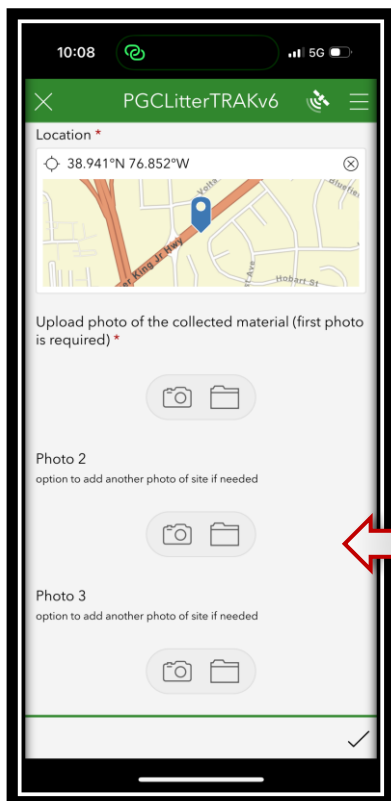


Once it knows your location the latitude, numbers will will display on the grey bar and you will see a point on the map

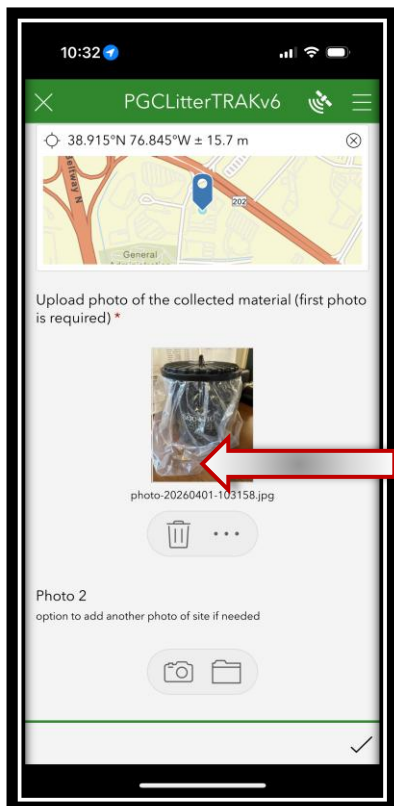


1 photo is required for all

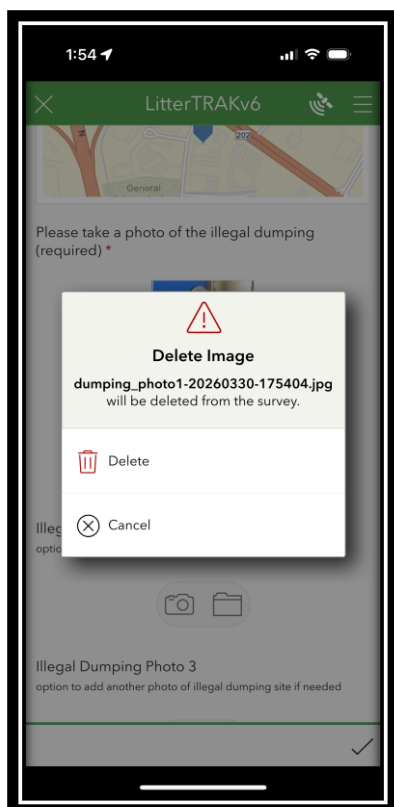
Please take a picture of litter collected - photo that you take in the field or upload from a library.



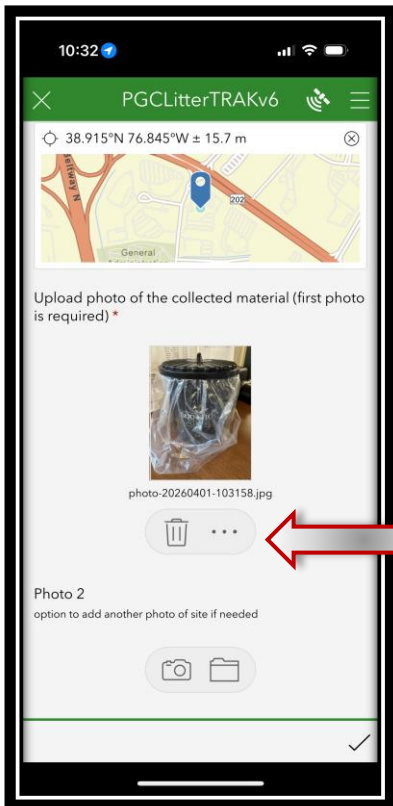
There are 2 optional photo uploads if needed



Select garbage can if you want to delete the photo



Confirm delete or cancel



Select 3 dots for other image options

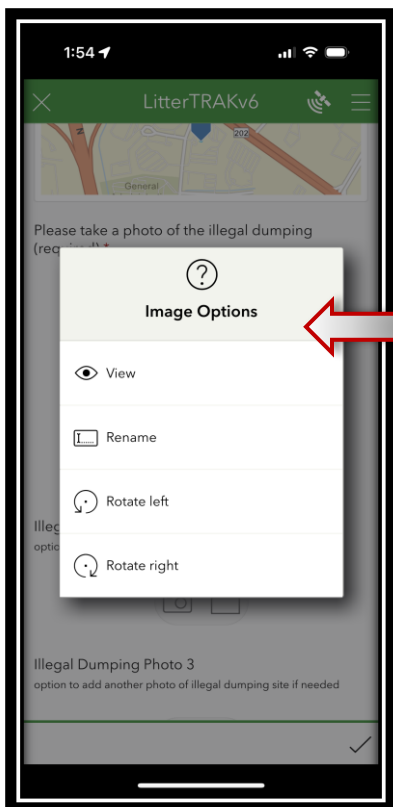
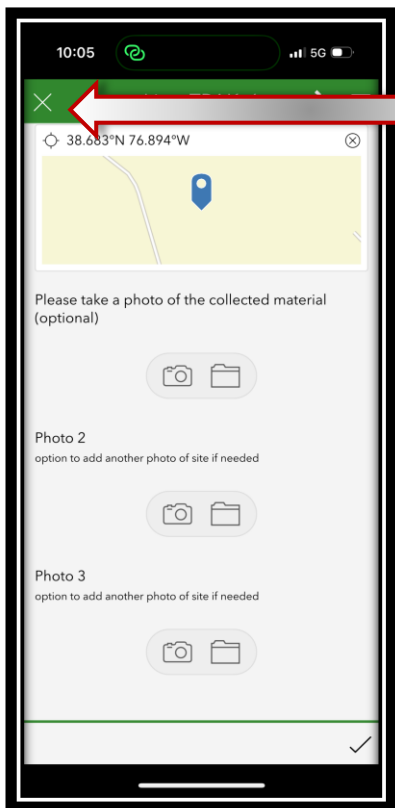
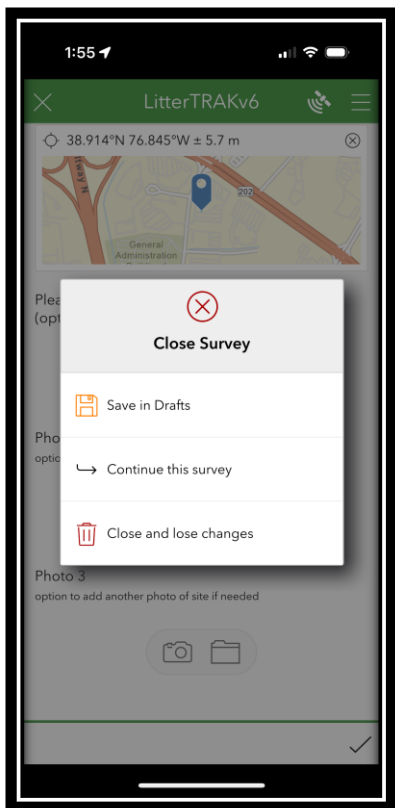


Image Options

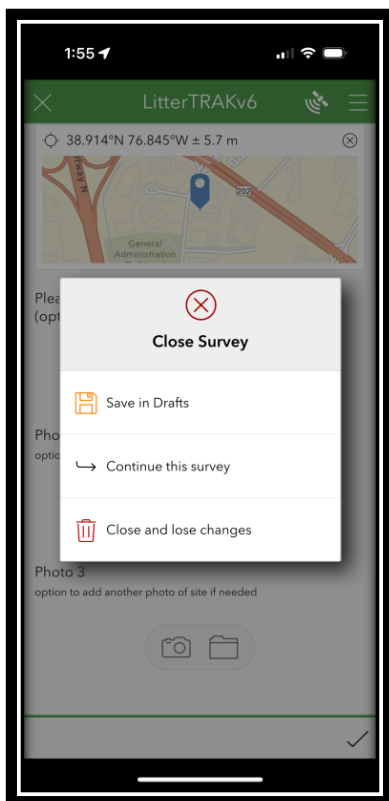


If you Select the X at top of screen, it will close the survey



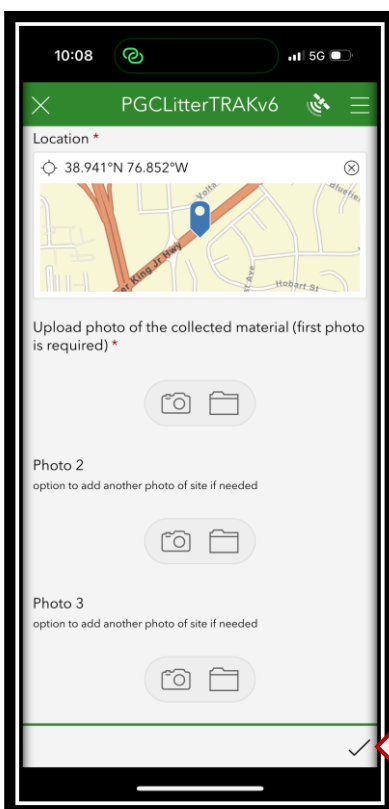
Close gives you 3 options

- Save in drafts
- Continue this survey
- Close and lose changes

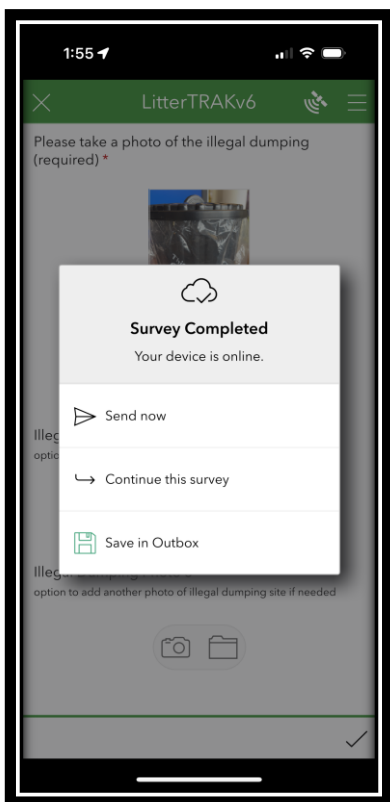


Close gives you 3 options

- Save in drafts
- Continue this survey
- Close and lose changes



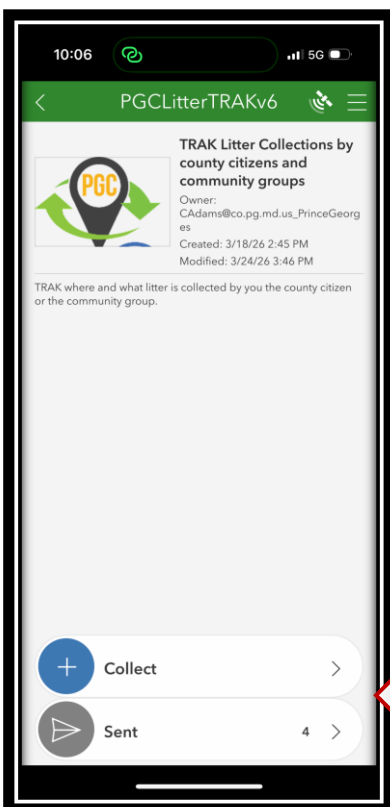
Once survey is completed – Select the check mark



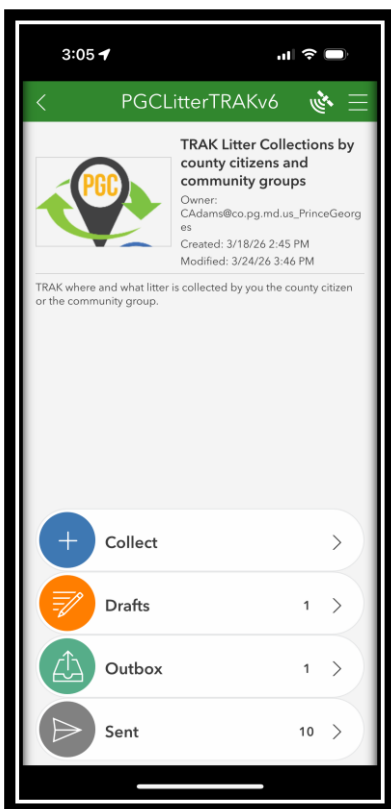
Once the survey is complete – you can choose

- Send Now
- Continue this survey
- Save in Outbox

“Send Now” transmits your data to the cloud

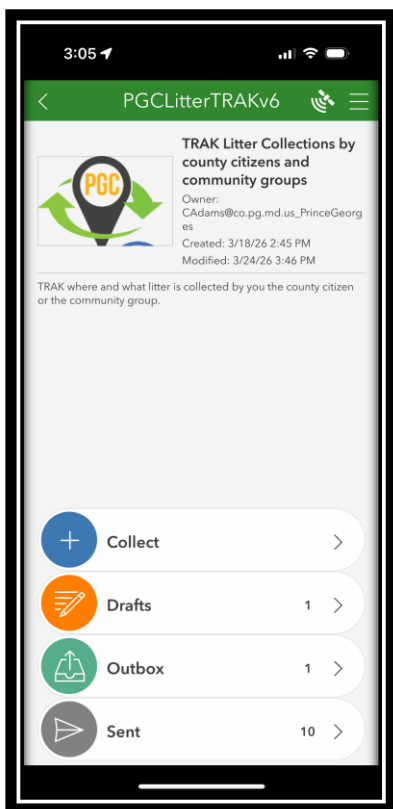


LitterTRAKv6 survey screen will have different options depending on how you have collected the data - you will see COLLECT and OUTBOX

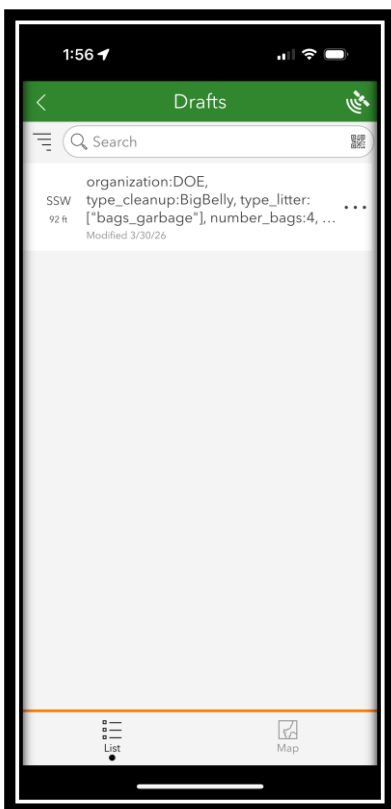


If you have pending collections either DRAFTS or OUTBOX – you will see them on the LitterTRAKv6 survey screen

These are created if you chose them on closeout screen – so you can come back and work on the later or send them later



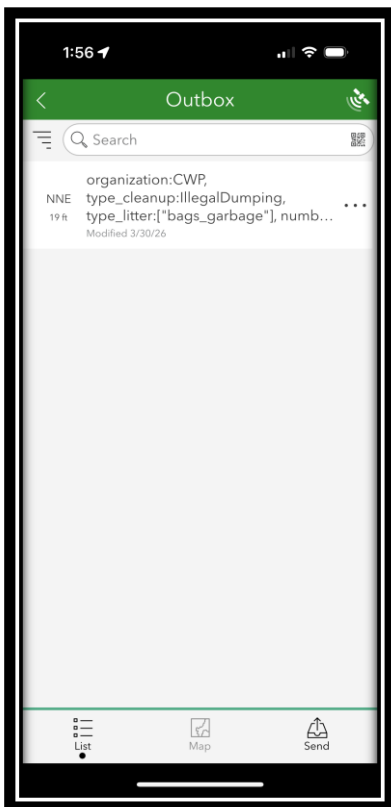
Select Drafts



Drafts allow you to
Select on record and
continue work



3 dots give you other
options to work on
the draft



Select OUTBOX

If you are in a section of the county without cell service – you can come into outbox and send the surveys when you get service

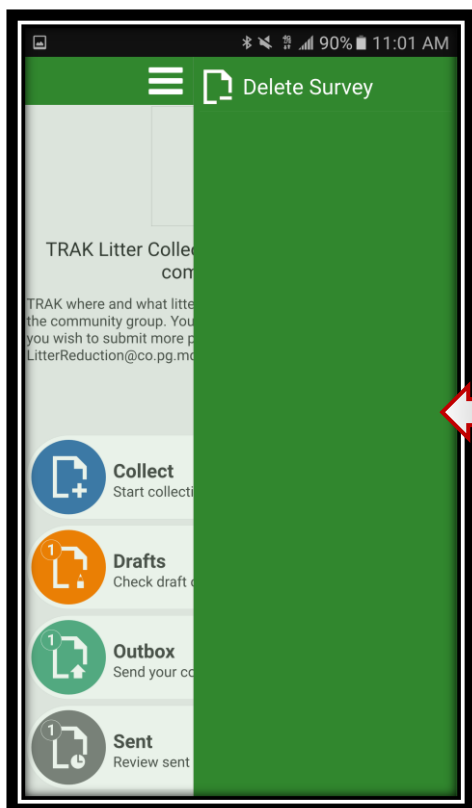



3 dots give you other options to work on the draft



Users see the number of uncompleted surveys on the My Survey screen for both **DRAFT** and **OUTBOX**

Making it easy to return to work that needs to be completed



If you select the option button  PGCLitterTRAKv6 survey screen – you have option to Delete Survey