## Using EnviroReport

When you first launch the app, you should see a map and a prompt asking for permission to access your device's location.

Please grant this permission so that EnviroReport can use your current location to show nearby hazards as well as help you identify the location of new hazards to report.

Once you grant location permissions, you may begin using the app.



The Instructions show a bubble that will walk you through new areas of the application. (Page 9-11 for more information)



On the main screen map blue dot represents your current location. You may also see pins on the map. Red pins are your own reports that are currently in progress and gray pins are completed reports by yourself or others that you may inspect. You can pinch-to-zoom and drag the map to navigate to other areas of interest that may not be visible.

If you see a pin, you may tap it for more information. You may review the report on your device by tapping the YES option, close the popup window by tapping NO, or you may select E-MAIL LINK to send yourself a link to the report that you can open on other devices such as a tablet or desktop. This will open your device's e-mail app with a pre-populated message that you may customize before sending.



## Create A New Report

To submit an environmental hazard report to CACHET and the appropriate environmental agency, you may get started by tapping the red ADD NEW REPORT button in the bottom-right of the screen. This will open a new screen that allows you to pinpoint where the hazard is located.

If this is your first time on this screen, an information pop-up will appear to help you navigate the app the first time. If you uncheck the *Show Next Time* option, that pop-up will not appear again.



Similar to apps like *Uber* and *Lyft*, you can specify a location by dragging and zooming the map beneath the red target pin.

Alternatively, you may search for a specific location by tapping the Address Search field at the bottom of the screen and search using an address.



 $\hat{\mathbf{O}}$ z

?123

С Х

 $\mathsf{EN} \boldsymbol{\cdot} \mathsf{ES}$ 

? ■

center of

8:58 🕈

**Pinpoint Location** 

<

≈ —

⊗

Ļ

k 

8:58 🕇

Please arra

Address Search

MAP

Pinpoint

Location On this screen, you can specify where to report an environmental incident.

<

Once you have moved the map so that the pin is located over the location of the hazard, tap the red button in the lower-right to proceed to the next screen.



On the **Capture Evidence** screen, you can add photographic evidence for your report. To add your first piece of evidence, tap the camera icon in the upper-right of the screen. You may also tap the camera icon in the middle of the screen if this is your first image.

If this is your first time, you may be prompted to give EnviroReport permission to access your photo library and camera. Access to your photo library is required if you want to send a photo that you have *already* taken. Access to your camera is required if you want to take a *new* picture.

8:58 <b>1</b>		🗢 🗖	8:58 <b>1</b>		🗢 🔲	8:58 <b>4</b>		🗢 🖃	8:58 <b>4</b>		🗢 🔲
<	Capture Vidence	to	<	Capture Evidence	ce 🐴	<	Capture Evidence	to	<	Capture Evidence	: • <b>™</b>
N Tap the gathering	On this screen, you add photo evidence of the environmental incident tw send with your report. Tap to continue <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Continue</b> <b>Contin</b>	Yet ht to begin ivironmental	Nc Tap the c gathering v	To add a You may from your l or take a n or comment of take a n or comment of take a nor comment of take a nor comment o	photo, tap here. select an image ocal photo library ew one with your amera.	As retr <b>NO</b> Tap the car gathering vis	s you add photos, they w appear here. You may review the submitted photos and emove any by tapping th rash can icon to remove from the list. Evidence Collected mera icon in the upper-rig sual evidence about the er incident. Add Image	ill e it <b>Yet</b> ht to begin ivvironmental	Tap th gatherin	No Evidence Collected e camera icon in the upper-tip ng visual evidence about the e incident. Add Image	Yet ght to begin nvironmental
										After you ha the photo submit, tap h to the re	ve gathered all s you wish to here to proceed eport form.
		ŀ			Þ			ŀ			ŀ
МАР	EVIDENCE	REPORT	МАР	EVIDENCE	REPORT	МАР	EVIDENCE	REPORT	МАР	EVIDENCE	REPORT

Once you have granted permission, you may select the source of the image. Select **Camera** to take a new picture. Once you have selected a picture, you may crop the image to only display the area of interest in the **Highlight Incident** screen. Once you have selected the area to submit, tap **NEXT** to return to the Evidence Screen.

You may add multiple images to your report and if you make a mistake, you may remove an image by tapping the white trashcan icon in the lower-left of each image to remove it.

Once you have added all the evidence you wish to submit, tap the red button in the lower-right to go to the next screen. When you go to the next step, you will be asked if you wish to complete the report on the device or continue on another computer such as a desktop or laptop.

Since the next step asks a number of questions, you may be more comfortable with a full-sized screen and keyboard. If you select the **COMPLETE REPORT LATER** option, the app will prompt you for an e-mail address and it will send you a secure private link that you may open elsewhere to continue your report later.



If you open the link in the e-mail, you can complete the report using your favorite web browser.

Instead of completing the report later, if you select **COMPLETE REPORT NOW** from the pop-up window, the app will display the report questions on your device.

8:58 <b>1</b> 🗢 🗖	8:58 <b>1</b> 🗢 🖿	8:58 <b>1</b> ? 🖿
C EnviroReport Report	EnviroReport Report	C EnviroReport Report
USC Incident Form    Nature of the potential hazard:   Air pollution, odor, or dust (dust/ particulates, open burning, and industrial emissions)   Please complete the questions on this screen to La the best of your ability.   Watter (spills or dumping into a natural waterway or sewer, illegal discharge into waterways)   Public drinking water (issues affecting quality or quantity of drinking water)   Agricultural problems (odors, mismanagement of animal manure, water, ammonia, and pesticides)   Other	USC Incident Form   Nature of dynamic and new questions may be added based on your answers.   If you change an answer (such as switching from an air-based one), don't forget to answer any of the new questions that may appear.   Water (spills or dumping into a natural waterway or sewer, illegal discharge into waterways)   Public drinking water (issues affecting quality or quantity of drinking water)   Agricultural problems (odors, mismanagement of animal manure, water, ammonia, and pesticides)   Other	USC Incident Form   Nature of the potential hazard:   Air pollution, odor, or dust (dust/ particulates, open burning, and industrial emissions)   Odors (trash, industrial, other)   Land (trash, open dumping, hazardous waste, landfill)   Water (spills or dumping into a natural waterway or sewer, illegal discharge into waterways)   Public drinking water (issues affecting quality or quantity of drinking water)   Agricultural problems (odors, mismanagement of anisotal measure water, amm   Other   What happened? Please uscourse us uscours the incident.
MAP EVIDENCE REPORT	MAP EVIDENCE REPORT	MAP EVIDENCE REPORT

We invite you to complete as many questions as you can, but if you cannot complete the questions, feel free to tap the red button in the bottom-left to send your answers to the EnviroReport server and receive an identical e-mail to the one above with a link to complete your report. The only difference between completing the report on your device and completing it later on another device is that the answers you provide will already be entered when you return to the report.

The final main question will ask you if you would like to transmit your report to local reporting agencies. If you select "**Yes, anonymously please**", we will send the information you provided, without your contact details or other identifying information. If you select "**Yes, and I would like to provide my contact** *information*", we will transmit the details provided as well as your provided contact details so agencies may contact you for further details if needed. If you would like to report a hazard, but **not** have it transmitted to the agencies, select "**No, do not report. This is for my own purposes.**" This will transmit the data to us, but to no one else.

8:59 🕇		🗢 🗖
<	Ready o Send	
Your repor You may re submitting	Before EnviroReport transmits your environmental incident report, you have an opportunity to review it before sending.	re ou like.





While you are building your report, if you need to return to a previous step, you may go backwards by tapping the **MAP**, **EVIDENCE**, or **REPORT** buttons on the bottom of your screen. This is helpful if you decide to fine-tune the location of the environmental hazard or decide that you want to add more photographs.



Once you have completed the reporting process, EnviroReport will return to the main map screen. After your report has been sent to the server and processed, you will see your reports appear on your map. Feel free to open those pins to continue your report or review what you've contributed.

## Next Steps

Congratulations! You can now successfully navigate and use your EnviroReport! You can use the App to document potential hazards you identify as you go about your usual routine. For example, if you are out walking your dog, and see that someone has dumped scrap material at the curbside, you could document that in the App.