

## Paper Survey Information

### What to know about conducting a paper CTR survey:

If you have determined that your worksite will achieve a better response rate with the use of paper surveys, please estimate how many employees will respond to the survey in a paper format. **At least one week** before administering the survey, email [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov) with a count of how many paper surveys you will need, which worksite will be surveyed, and the date(s) you anticipate having the paper surveys distributed. The count should include employees at a single worksite. If requesting paper surveys for multiple worksites, please request a separate count for each worksite.

The paper survey is available in multiple languages. When requesting copies of the survey, you can request a combination of languages, but we need an estimate for each language (for example, 60 English surveys, 30 Spanish surveys, and 20 Russian surveys for the same worksite). These can be scanned together and returned as a combined file.

WSDOT staff will send you a document with the number of requested copies of the survey. Please print this document **only once** as each page is uniquely marked and can only be used to collect responses one time. If you need additional copies of the survey, please reach out to WSDOT staff. Do **NOT** print duplicate versions of the survey file you were sent.

Surveys can be printed one-sided or two-sided. We recommend two-sided printing if you have access to a scanner that can scan both sides of the document simultaneously.

Please note that successfully administering paper surveys relies on the worksite having the capability to print and scan the paper surveys on-site or coordinate with their jurisdictional implementer for acceptable alternatives (such as printing at a nearby office). If you have concerns about this process, please contact your jurisdictional implementer or WSDOT staff at [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov).

This table lists the languages currently available.

Language	Online Survey	Paper Survey
Amharic	✓	✓
Arabic	✓	✓
Chinese	✓	✓
English	✓	✓
Japanese	✓	✓
Korean	✓	✓
Lao	✓	
Punjabi	✓	
Russian	✓	✓
Somali	✓	
Spanish	✓	✓
Tagalog	✓	✓
Ukrainian	✓	
Vietnamese	✓	✓