Boundary and Annexation Survey (BAS)
Frequently Asked Questions (FAQs)

Click Code = BAS01, Screen descriptor = What is BAS

What is the Boundary and Annexation Survey (BAS) survey?

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data for the decennial and economic censuses, and annual estimates and surveys such as the American Community Survey and the Population Estimates Program. To reach the BAS Census website use a popular search engine such as Google and type "BAS Census".

Click Code = BAS02, Screen descriptor = Mandatory_Voluntary

Is the BAS survey mandatory or voluntary?

Boundary and Annexation Survey (BAS) is a voluntary survey. However, participation in BAS allows you to ensure your boundaries are correct and up to date. This facilitates correct data being collected for the Decennial Census and other Census programs. In addition, correct boundaries can help ensure that any federal funding is correctly distributed to the appropriate governmental unit.

Click Code = BAS03, Screen descriptor = Due Dates

What are the due dates?

March 1 and May 31 are the two important deadline dates for the Boundary and Annexation Survey (BAS).

Boundary updates received by March 1 will be reflected in the American Community Survey and Population Estimates Program published data and in next year's BAS materials.

Boundary updates received by May 31 will be reflected in next year's BAS materials.

Click Code = BAS04, Screen descriptor = BAS ID

What is my BAS ID?

The Boundary and Annexation Survey (BAS) ID is an 11-digit unique identifier for your governmental unit. Let me look it up for you:

Interviewer Instruction:

Click on PCS link https://app.geo.census.gov/pcspro_prodflow/BAS2018_HOMEPAGE.user_login to look up BAS ID.

- **Click the Search icon and enter the Entity Name, then**
- **Select the State and Entity Type (e.g. place, county, minor civil division, etc.)**.

OR use the BAS website

https://www.census.gov/programs-surveys/bas/technical-documentation/code-lists.html.

Click Code = BAS05, Screen descriptor = Current Boundaries

How do I see my current boundaries?

You can review your boundaries using TIGERweb, the BAS partnership shapefiles, or using paper BAS maps.

You can use the online viewer TIGERWeb at https://tigerweb.geo.census.gov/tigerweb/.

 Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". TIGERWeb can be found within the BAS Census website, hover over the "Geographies" tab found on the left side of the website and then click on "Map Tools".

The GEOID used to search for your governmental unit's boundary can be found on the BAS codes list page at https://www.census.gov/programs-surveys/bas/technical-documentation/code-lists.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Technical Documentation" tab found on the left side of the website and then click on "Code List".

You may download your shapefiles to use in your Geographic Information System (GIS) at https://www.census.gov/geographies/mapping-files/2018/geo/bas/2018-bas-shapefiles.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Geographies" tab found on the left side of the website and then click on "Mapping Files".

You may also view your paper BAS maps at https://www.census.gov/geographies/reference-maps/2018/geo/bas/2018-bas-maps.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Geographies" tab found on the left side of the website and then click on "Reference Files". Click on "Legal Boundary Change/Annexation Data"

Click Code = BAS06, Screen descriptor = How Respond

How do I respond?

You can request paper maps or digital materials be shipped to you or you can download your shapefiles from our website to use in your Geographic Information System (GIS) or the Census

Bureau's Geographic Update Partnership Software (GUPS). The last day to report changes is May 31.

You can indicate that your government has changes to report using the online Annual Response Form or I can record that information for you right now.

Interviewer Instruction:

Step 1: Click on GPP link http://app.geo.census.gov/gppsystem/MainMenuPage.jsp

   Confirm the BAS contact's information.
   Update the contact information or add a new BAS contact as necessary.

   Mark the contact on the phone as BAS2018 even if the contact is not the BAS contact.

Step 2: Record how the participant would like to respond in the BAS PCS Enter the BAS ID (or search for it.   Click on PCS link
https://app.geo.census.gov/pcspro_prodflow/BAS2018_HOMEPAGE.user_login

- **Enter "BAS Entity ID" into the proper field**
- **Click on the Annual Response Module**
- **AR Response dropdown – Select 'YC - Yes Change or Needs Materials'**
- **AR Materials Requested – Select one of the following options (DL – Download 9 if they are going to download digital materials; DM – Digital/GUPS(CD) 6 if they are requesting digital materials shipped; PA – Paper/All 1 if they are requesting all paper maps.**
- **AR Response Type – Select 'P – Phone'**
- **Click Submit**

Click Code = BAS07, Screen descriptor = Report No Changes

How do I report if I have no changes?

I can do that for you now.

Interviewer Instruction:

Step 1: Click on GPP link http://app.geo.census.gov/gppsystem/MainMenuPage.jsp

   Confirm the BAS contact's information.
   Update the contact information or add a new BAS contact as necessary.

   Mark the contact on the phone as BAS2018 even if the contact is not the BAS contact.

Step 2: Record how the participant would like to respond in the BAS PCS. Enter the BAS ID (or search for it). Click on PCS link
https://app.geo.census.gov/pcspro_prodflow/BAS2018_HOMEPAGE.user_login

- **Enter the BAS Entity ID into the proper field**
- **Click on the Annual Response Module**
- **AR Response dropdown – Select 'NC – No Change'**
- **AR Response Type – Select 'P – Phone'**
- **Click Submit**

Click Code = BAS08, Screen descriptor = Send Maps_Plats

Can I just send in my maps/plats?

We prefer that all changes be reflected on paper Boundary and Annexation Survey (BAS) maps or in changes shapefiles.

Click Code = BAS09, Screen descriptor = Shapefiles

Can I just send in my Shapefiles?

No, due to our IT security protocol, all submissions must be uploaded via File Transfer Program ~~our FTP~~ **service SWIM**. **The SWIM is the official web portal for uploading partnership materials to the Census Bureau.**
To access SWIM please go to the following URL https://respond.census.gov/swim

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the SWIM portal use a popular search engine such as Google and type "swim census".

Click Code = BAS10, Screen descriptor = Return Changes

How do I return my changes to the Census Bureau?

All Boundary and Annexation Survey (BAS) digital submissions must be uploaded via our File Transfer Program service ~~FTP~~, the Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau. No other methods or protocols (e.g. email or dropbox) are accepted because of our Census IT security policy.

To access SWIM please go to the following URL https://respond.census.gov/swim

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the SWIM portal use a popular search engine such as Google and type "swim census"

Paper submissions should be returned using the pre-paid return envelope provided with your paper BAS materials.

Click Code = BAS11, Screen descriptor = SWIM

What is SWIM?

SWIM stands for Secure Web Incoming Module. Due to Census Bureau IT Security policies, all submission must be made through SWIM. SWIM is the official web portal for uploading partnership materials to the Census Bureau.

A SWIM token will be emailed to the BAS Contact 5 days after a governmental unit indicates they have changes to report digitally through the online annual response form. This token is used to create an individual SWIM account. When boundary changes have been created and are ready to be submitted, they can be uploaded using the SWIM account.

To access SWIM please go to the following URL https://respond.census.gov/swim

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the SWIM portal use a popular search engine such as Google and type "swim census"

Click Code = BAS12, Screen descriptor = SWIM Token Not Received

I have reported that I will have changes, but have not received my SWIM token. When will I receive this?

A SWIM token is emailed to the BAS Contact 5 days after changes are reported. If you are the contact and have not received a SWIM token after five days, email geo.bas@census.gov. If you already have an account you will not get a new SWIM token.

If you just downloaded shapefiles and did not notify us, please fill out the online annual response form and the BAS contact will be sent a SWIM token in 5 days. In that time, please review your response by referring to the respondent guides to ensure your submission is in the correct format.

To access SWIM please go to the following URL https://respond.census.gov/swim

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the SWIM portal use a popular search engine such as Google and type "swim census"

Click Code = BAS13, Screen descriptor = No Longer BAS Contact

I am no longer the Highest Elected Official (HEO) or BAS contact. How can I correct this?
You have three options:

1) **I can take the new HEO or BAS contact information from you at this time.**

2) **You may update the information online (Annual Response Form is available until May 31 each year) if you have the contact information for the Highest Elected Official (HEO) or BAS contact at http://www.census.gov/geo/partnerships/bas/bas_ar_form.html**

3) **You may send an email to geo.bas@census.gov with the information**

Interviewer Instruction: Click on the link http://app.geo.census.gov/gppsystem/MainMenuPage.jsp
  Confirm the BAS contact's information.
  Update the contact information or add a new BAS contact as necessary.
  Mark the contact on the phone as BAS2018 even if the contact is not the BAS contact

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Click Code = BAS14, Screen descriptor = CBAS Agreements

What are the Consolidated BAS (CBAS) agreements?

To reduce the burden on local governments and avoid duplication of efforts, the Census Bureau offers consolidation agreements to counties that are interested in submitting boundary changes for the legal governments (incorporated places and minor civil divisions) within their jurisdiction. The consolidated BAS (CBAS) program allows counties to report boundary and feature changes for some or all of the legal governments within their county. Once a local government agrees to the consolidation, the local government will no longer receive BAS materials. Instead, the county BAS respondent will be responsible for providing the Census Bureau with all boundary updates.

For more information on CBAS, and to see the current agreements in place, visit the CBAS page at: https://www.census.gov/programs-surveys/bas/information/consolidated-bas.html on the BAS homepage.

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "Information for Respondents" tab found on the left side of the website. Click on "BAS State Agreements" or "Consolidated BAS Agreements"

Click Code = BAS15, Screen descriptor = Incorporation_Discorporation

How do I report a new incorporation/discorporation?

Please refer to the following website https://www.census.gov/geographies/reference-files/time-series/geo/bas/new-annex.html for the specific instructions and paperwork that are required to report a new incorporation or discorporation.

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Geographies" tab found on the left side of the website. Click on the "Reference Files" within the Geographies section. Click on "New Incorporations, Mergers, Consolidations, and Discorporations".

Click Code = BAS17, Screen descriptor = Not Showing Annexation Info

My BAS form does not show any annexation information. Where can I find this?

This information can be found in the legal boundary change files at https://www.census.gov/geographies/reference-files/time-series/geo/bas/annex.html.

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Geographies" tab found on the left side of the website. Click on the "Reference Files" within the Geographies section. Click on "Legal Boundary Change/Annexation Data".

Click Code = BAS18, Screen descriptor = Who authorized survey

Who authorized the survey?

The Boundary and Annexation Survey is authorized by Section 6 of Title 13 of the United States Code. The Office of Management and Budget (OMB) approves the survey materials. The current valid OMB control number is: OMB No. 0607-0151; approval expires on 03-31-2019. The BAS is a voluntary survey.

Click Code = BAS19, Screen descriptor = How is information used

How is this information used?

The BAS information is used to provide an appropriate record for reporting the results of the decennial and economic censuses, and annual estimates and surveys such as the Population Estimates Program and the American Community Survey.

In compliance with the Office of Management and Budget, Circular A-16, the BAS supports the spatial data steward responsibilities of the Geo.Data.gov and the National Map by updating the inventory of boundaries for governmental units.

Click Code = BAS20, Screen descriptor = Government surveyed

Will my government be surveyed?

The Census Bureau surveys all federally recognized tribes, states, legally defined counties (and equivalent areas), incorporated places, and minor civil divisions (MCDs). This survey includes approximately 40,000 entities and is conducted every year to provide the geographic support needed for the American Community Survey and Population Estimates Program. The number of

entities included in the BAS in a particular year may vary depending on funding and the needs of the Census Bureau in fulfilling the requirements for its censuses and surveys.

As part of our geographic partnership program, the Census Bureau has entered into several agreements with state and county governments. The agreements reduce the burden on the respondents by receiving all boundary updates from a single authoritative source. This also reduces the cost of conducting the survey. A list of state and county consolidation agreements can be found on the BAS webpage at: https://www.census.gov/programs-surveys/bas/information/consolidated-bas.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "Information for Respondents" tab found on the left side of the website. Click on "BAS State Agreements" or "Consolidated BAS Agreements"

If your government is interested in entering a County Consolidation Agreement or State Agreement, you can access information on how to be a part of either of these Consolidation Agreements on the BAS Webpage at: https://www.census.gov/programs-surveys/bas/information/consolidated-bas.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "Information for Respondents" tab found on the left side of the website. Click on "BAS State Agreements" or "Consolidated BAS Agreements"

Click Code = BAS21, Screen descriptor = Receive BAS, when

When will I receive the survey?

The BAS contact will receive an Annual Response email in early January. We are requesting all governments respond using the Annual Response Online Form to update contact information and to report whether your government has boundary changes to report. Please contact the Census Bureau by email at geo.bas@census.gov or by phone at (800) 972-5651 for more information.

Click Code = BAS22, Screen descriptor = County respondent

I am a county respondent, what changes am I responsible for submitting?

As a county respondent, we are asking you to review and update your county boundaries as needed. However, most county respondents also report changes for the legal governments (incorporated places and minor civil divisions) within their jurisdiction. Some counties have entered into a Consolidated BAS (CBAS) agreement with those governments, which states that the county will be responsible for reporting changes for all (or a portion of) governments within the county, reducing duplication of effort. You can visit the BAS webpage to see which counties are in CBAS and for more information on how to sign up. https://www.census.gov/programs-surveys/bas/information/consolidated-bas.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "Information for Respondents" tab found on the left side of the website. Click on "BAS State Agreements" or "Consolidated BAS Agreements"

Click Code = BAS23, Screen descriptor = Change effective after January 1

I have a legal change that is effective after January 1st. Should I go ahead and include that in my changes, or wait until next year's BAS?

Go ahead and include all of your legal changes. We will process them accordingly per the effective date provided. Legal changes that are effective after January 1st will not be processed for inclusion in the current year's Census programs (such as the American Community Survey and Population Estimates Program). They will be processed at a later date and will be included in the following year's BAS products.

Click Code = BAS24, Screen descriptor = When will change go into effect

When will my changes be reflected?

This depends on the type of changes you submit and when you submit them. Any legal boundary changes which are received by the deadline of March 1st and were effective by January 1st of the same year will be reflected in the products from the same year's ACS. All legal boundary changes received after March 1st but before May 31st will be reflected in the next year's BAS products.

Click Code = BAS25, Screen descriptor = Cannot access BAS website

I am unable to access the BAS website and receive an error screen that says, "This page cannot be displayed." How can I access the BAS website?

This sometimes happens due to office security settings which protect the user from inadvertently clicking a link from emails. A feasible work around for this is to copy and paste the link into the web address area of your browser.
We also recommend using either Internet Explorer or Firefox for viewing and updating the online Annual Response Form.

Click Code = BAS26, Screen descriptor = Digital BAS submission

Are there step-by-step instructions on how to create a Digital BAS submission?

There are multiple accepted methods to create a Digital BAS submission using GIS. We recognize that users possess a wide range of experience and expertise in GIS, which allows a person to create a submission in many different ways. However, we do have a recommended 'example process' located in the Appendix section (Appendix 3A) of the Digital BAS Respondent Guides. The Digital BAS Respondent Guides can be accessed by going to: https://www.census.gov/programs-surveys/bas/information/respondent-guides.html.

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website and click on the "Respondent Guides". Click on "BAS Respondent Guide: Digital".

While this section does not replace the detailed information within the respondent guide, it can be a good place to start reading to determine what data is needed, how to set up your files, how to create change polygons, and how to submit changes to the Census Bureau. The Digital BAS Respondent Guides can be accessed by going to: https://www.census.gov/programs-surveys/bas/information/respondent-guides.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website and click on the "Respondent Guides". Click on "BAS Respondent Guide: Digital".

Click Code = BAS27, Screen descriptor = Just send in boundary

Can I just send in my boundary?

No, due to our IT security protocol, all submissions must be uploaded via our FTP service SWIM. The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

We cannot accept or process submissions that only show the entirety of your boundary. The goal of Digital BAS is to update our geographic database according to the differences and/or changes between the Census-provided Shapefiles and your local data. Those differences and changes should be reported as individual polygons that are coded according to the instructions found in the Digital

BAS Respondent Guide. Individual change polygons allow us to process changes to our database in a uniform manner, while also providing us with all of the required information needed for legal changes and boundary corrections. The Digital BAS Respondent Guides can be accessed by going to: https://www.census.gov/programs-surveys/bas/information/respondent-guides.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website and click on the "Respondent Guides". Click on "BAS Respondent Guide: Digital".

Click Code = BAS28, Screen descriptor = Which census shapefiles

What specific census shapefiles do I need to use for BAS?

We recommend using the following Census-provided Shapefiles regardless of the level of geography being reported for: edges, place, mcd/ccd, county, and water. If you are providing changes to Area Landmarks and/or Point Landmarks, those Shapefiles should be used as well (arealm and pointlm).

Click Code = BAS29, Screen descriptor = return BAS form with digital response

Do I need to return the BAS form with my digital response?

No. The information normally gathered on the forms will be extracted from the returned files. If any additional information is needed, you will be contacted. We do request that you include a text or Word file with your contact information or use our online Annual Response Form. The 2018 BAS forms only include 2017 BAS annexations, for all previously reported annexations please go to Legal Boundary Change/Annexation Data. https://www.census.gov/geographies/reference-files/time-series/geo/bas/annex.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Geographies" tab found on the left side of the website and click on the "Reference Files" within the Geographies section. Click on "Legal Boundary Change/Annexation Data".

Click Code = BAS30, Screen descriptor = Symmetrical difference or union

I just ran Symmetrical Difference (or Union) as suggested and have a large number of polygons after exploding them. Is this normal?

Yes, this is not unusual. **If this is the first time submitting changes through the Digital BAS method, you will see hundreds or thousands of change polygons. The large number of polygons is due to the fundamentally different spatial arrangement of linear features in Census TIGER data versus your local file, and may be aggravated by several years of paper map updates of boundaries during BAS. Please review the polygons per the Digital BAS Respondent Guide. The Digital BAS Respondent Guides can be accessed by going to: https://www.census.gov/programs-surveys/bas/information/respondent-guides.html**

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website and click on the "Respondent Guides". Click on "BAS Respondent Guide: Digital".

Click Code = BAS31, Screen descriptor = Send in my map

Can I just send in a paper map of the entire boundary?

We cannot accept or process submissions that only show the entirety of your boundary. Individually drawn changes allow us to process changes to our database in a uniform manner, while also providing us with all of the required information needed for legal changes and boundary corrections. We prefer that all changes be reflected on paper Boundary and Annexation Survey (BAS) maps.

Click Code = BAS32, Screen descriptor = changes to maps

How do I make changes on the paper maps?

Colored pencils are included in the original mailing package. We ask that you use the red pencil to update any changes to the boundary of your entity and the purple pencil to make any changes to the road networks, address ranges, or areal features (parks, airports, etc.) within your entity. Note that changes made in lead pencil or pen are sometimes more difficult to recognize due to existing symbology color.

Click Code = BAS33, Screen descriptor = Request additional paper maps

How do I request additional maps?

The Census Bureau mails an index map showing the entire GU or AIA, along with more detailed individual map sheets. Index maps are provided as a reference to help locate a map sheet. GUs and AIAs with more than 30 map sheets receive only an index map and the map sheets that show the legal boundary. Entities that require more than 30 boundary ring map sheets receive only the index map.

If you only received an index map for a county, incorporated place, MCD, or AIA where boundary changes or feature updates need to be made, call (800) 972-5651 or e-mail geo.bas@census.gov to request an individual map sheet or a full set of maps. Do not make updates on the index map.

Step 1: Click on GPP link http://app.geo.census.gov/gppsystem/MainMenuPage.jsp

Confirm the BAS contact's information.
Update the contact information or add a new BAS contact as necessary.
Mark the contact on the phone as BAS2018 even if the contact is not the BAS contact

Step 2: Click on PCS link
https://app.geo.census.gov/pcspro_prodflow/BAS2018_HOMEPAGE.user_login

- **Enter the BAS Entity ID into the proper field**
- **Modify the Entity**

Click Code = BAS34, Screen descriptor = Download GUPS

Where do I download the GUPS software?

The Geographic Update Partnership Software (GUPS) tool is now available for download from the BAS Web site: http://www2.census.gov/geo/pvs/gups/

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "How to Get Started" tab found in the middle of the website. Click on the "GUPS Download and Installation Instructions". Click on "Download GUPS" to download the GUPS ZIP file.

Instructional Videos about responding to BAS using GUPS can be accessed by going to:
https://www.census.gov/programs-surveys/bas/library/videos.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website click on "Library" tab found on the left side of the website. Click on the "Videos" within the Library section.

Click Code = BAS35, Screen descriptor = Cannot see BAS toolbar in GUPS

How do I see the BAS toolbar in GUPS?

You need to enable the GUPS plugin. On the top of QGIS there will be a Plugins menu item. Click Plugins>> and choose Manage and install Plugin. Be sure gupsapp is checked. The GUPS toolbar should then be displayed.

Also, you may consult the GUPS Installation Guide for any further questions:
https://www2.census.gov/geo/pdfs/partnerships/bas/18_BASRespondentGuide_GUPSQuickStart.pdf

All GUPS BAS Respondent Guides can be accessed by going to:
https://www.census.gov/programs-surveys/bas/information/respondent-guides.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website. Click on the "Respondent Guides". Click on "BAS Respondent Guide: Digital" and "BAS Respondent Guide: Digital BAS Quick Start".

Click Code = BAS36, Screen descriptor = Imagery does not load

The imagery layer does not work?

If you do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, you can still add other types of imagery files to the GUPS (e.g., a county or state imagery dataset).

One free county imagery source is from the U.S. Geological Survey at:
http://raster.nationalmap.gov/arcgis/services/Orthoimagery/USGS_EROS_Ortho/ImageServer/WMSServer.

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

Within a search engine such as Google type "usgs imagery wms" Click on the first link for the US National map

Click Code = BAS37, Screen descriptor = Snapping

How do you make your mouse snap to a layer?

In Settings / Options / Digitizing, you can define the distance radius in pixel or map units to snap to other points, and in Settings / Snapping options you can choose which layers can be used for snapping.

For more information on Snapping in QGIS see the QGIS documentation on editing: https://docs.qgis.org/2.2/en/docs/user_manual/working_with_vector/editing_geometry_attributes.html

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

Within a search engine such as Google type "snapping in qgis" Click on the fifth link for the QGIS documentation.

Click Code = BAS38, Screen descriptor = ESRI and QGIS Python conflict

Will GUPS/QGIS conflict with other software currently loaded onto a machine?

GUPS/QGIS uses Python. Other software that requires Python most notably ESRI products may use other versions of Python causing GUPS/QGIS to fail to load. If this is an issue please make sure to have the correct version of Python loaded onto your machine that GUPS was installed with.

Click Code = BAS39, Screen descriptor = Shapefile does not load

My shapefile will not load?

A shapefile can contain up to 7 different files. Be sure to be using the .shp file and not the .shp.xml file.

Click Code = BAS40, Screen descriptor = Crash without saving

My computer crashed or I exited GUPS without saving, how do I get my data back?

Be sure to save early and often. GUPS is designed to only save your changes when you click the Save button. There is no way to get back to unsaved changes you made before exiting GUPS.

Click Code = BAS41, Screen descriptor = General GUPS error

My GUPS software is corrupted and is slow/broken/corrupted?

GUPS is code written by the Census on top of open source software. We strive our best to produce flawless software but from time to time it needs to be rebooted, reinstalled, and if necessary updated when bugs are found. We recommend that you close GUPS at the end of each business day to prevent the software from creating unwanted errors. If the error you have keeps occurring please take a screenshot and send it to geo.bas@census.gov or call us back at (800) 972-5651.

Click Code = BAS42, Screen descriptor = Using other GIS software for BAS

I am already a skilled GIS professional and have other GIS software running on my machine I use frequently, do I still need to use GUPS?

GUPS is designed as a free program for a wide range of individuals to use to contribute to the BAS Program. If the BAS participant would like to contribute using another software they are more familiar with they are more than welcome to do so.

Click Code = BAS43, Screen descriptor = Error on loading GUPS

I have loaded the GUPS program disk onto my computer, however, when I go to open it I get an error: Couldn't load plugin gupsapp due to an error when calling its classFactory() method

When you open GUPS the first time you will receive the error. Close the program. Open the program again and it should work normally. (Note: You may need to check the GUPS program within the "Plugins" tab of QGIS to activate it.)

Click Code = BAS44, Screen descriptor = Error downloading GUPS data

I am having an error occur when I try to download data for the GUPS: I get an error: 999999-_ssl.c:504:error:14077410:ssl routines:ssl23_GET_SERVER_HELLO:sslv3 alert handshake failure

This is a known issue with XP when GUPS was installed incorrectly. Most commonly the installation occurred when the user tried to install from the zip file, without having unzipped first. Please reinstall GUPS properly so that this issue does not occur. You may consult the GUPS Installation Guide for any further questions: https://www2.census.gov/geo/pdfs/partnerships/bas/18_BASRespondentGuide_GUPSQuickStart.pdf

Interviewer Instruction:

Read these instructions to the caller on how reach the web site:

To reach the BAS Census website use a popular search engine such as Google and type "BAS Census". Within the BAS Census website hover over the "Information for Respondents" tab found on the left side of the website. Click on the "Respondent Guides" within the Geographies section. Click on "BAS Respondent Guide: Digital BAS Quick Start".