

Tutorial: Filling and Uploading the Daily Tailgate PDF

A guide for H&A field staff

At a glance

About 5 minutes for your first upload; under 2 minutes once you're familiar. You'll need Adobe Acrobat Reader (in the company play store) and access to OWIE.

Step 1 — Download the fillable form

1. Open OWIE.
2. Click **FILLABLE FORM LINKS** in the header.
3. Download **Daily_Tailgate_Form_Fillable.pdf** to your device.

You only need to do this once — save the PDF somewhere handy for future tailgates.

Step 2 — Open the form in Adobe Reader

Right-click the downloaded PDF → **Open with** → **Adobe Acrobat Reader**.

Important

Don't open the PDF in Chrome, Edge, or Firefox's built-in viewer. Don't use Mac Preview. Those tools don't reliably save form field data, and the upload won't be able to read your responses. Adobe Reader is the only supported way to fill this form.

Step 3 — Fill in the form

Click into each field and type. The form has:

- **Project Name** and **Project No.** — for the project record
- **Completed By** and **Email To** — who filled it out, and who should receive the summary
- **Meeting attendees** — names of everyone present, including subs H&A is responsible for
- **Meeting date** — click the field and use the date picker (MM/DD/YYYY)
- **Tasks being performed today** — one or more lines describing the day's work
- **Hazard types** — check every energy source that applies (Chemical, Gravity, Motion, etc.)
- **Risk discussion** — the "what's the concern today" narrative
- **Controls used** — check the tiers you're relying on (Elimination, Substitution, PPE, etc.)
- **Discussion** — how you're applying those controls

Take the meeting seriously; the fields exist because each answer matters. But you don't need to overthink formatting — plain text is fine.

Step 4 — Save the filled form

File → Save (or **Save As** if you want a fresh copy).

Give the file any name you like. The OWIE system will rename it automatically when it archives it.

Step 5 — Upload to OWIE

4. Go back to OWIE at ag2-haleyaldrich.com/tools/OWIE.html
5. Click **UPLOAD TAILGATE FORM** in the header.
6. Click **Choose File** and pick your saved PDF.
7. Click **Submit to OWIE**.

You'll see a progress bar for a few seconds while the system reads the PDF, writes the record to ArcGIS, and archives the file. When it finishes, you'll get a "Submitted successfully" message.

Your submission will appear on the OWIE map within a minute or two.

Troubleshooting

"Submitted successfully" but the record shows blank fields on the map

The PDF was probably filled in a non-Adobe tool. Reopen it in Adobe Reader, re-type the values, save, and re-upload. The original submission with blank fields can be ignored — the AG² team clears empty records.

"File must be a .pdf" error

You picked a Word document by mistake. Use the fillable PDF version from **FILLABLE FORM LINKS**.

"Submission failed: Flow returned 502"

The Microsoft workflow that processes submissions timed out. Wait a minute and try again. If it happens twice in a row, email geoanalytics@haleyaldrich.com.

Meeting date shows the wrong day on the map

Confirm you entered the date as MM/DD/YYYY (e.g., 6/10/2026). The system reads that format specifically.

I forgot which PDF I downloaded — is there a newer one?

Always download the current version from **FILLABLE FORM LINKS**. The revision date is printed at the bottom of every form.

What happens after upload

Your submission joins every other tailgate in the same GIS database. That means:

- The **OWIE map** shows your project's activity in real time
- The **OWIE hazard and control charts** update with your reported categories
- The **COMPLETED FORMS** SharePoint archive keeps the original PDF, renamed with your project number, meeting date, and initials
- **OWIE AI** can answer questions about your submission the next time it indexes (weekdays, hourly from 6 AM to 9 PM Eastern)

You've now closed the loop between filling a form in the field and making that data useful across H&A.

Questions or feedback: geoanalytics@haleyaldrich.com