

APPENDIX C

**SAMPLE FORMS, INVESTIGATION TOOLS, AND
TEMPLATES FOR DATA TABLES**



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C.1 CASE TRACKING FORM AND CONTACT LOG

These two forms are examples of mechanisms that PPSPs can use to track the case follow-up process to ensure that all needed information is collected and that appropriate referrals and agency contacts are made. As noted in Chapter 5, the program should determine if it wants to log and track informational calls and/or reports that are screened out as unrelated to pesticide exposure. The tracking checklist form included here does not include informational calls but could be adapted to do so. The procedures used for any tracking system should be documented in a procedure manual. The contact log is a tool for recording names of individuals and the dates they were contacted as part of the follow-up investigation process. The comments should be supplemented with additional records of conversation pertinent to the investigation. The forms can be useful tools to review timeliness and completeness of the investigation process.

PESTICIDE CASE TRACKING CHECKLIST			
CASE ID NO. _____		EVENT ID NO. _____	
	DATE	INITIALS	COMMENTS (specify names)
1. Reported to HD and Logged			
2. Data Collection Form Started			
3. Other Agency/ies Notified <i>(Indicate Permission to refer? Y/N)</i>		DATE	PERMISSION
	Ag		
	OSHA		
	Forestry		
	EPA		
4. Medical Records Requested		DATE	
5. Medical Records Received			
6. Case Report Written/Filed			
7. Memo Distributed (stamped medical/confidential)			
8. Other Agency Reports Received		DATE	PERMISSION
	Ag		
	OSHA		
	Forestry		
	EPA		
9. Case Classification		DATE	
10. Case Data Entered into SPIDER			

CASE CONTACT LOG				
Date	Contact	Phone No.	Initial	Comments