



National Health and Nutrition Examination Survey (NHANES)

Allergen Dust Collection Procedures Manual



August 2006

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1. INTRODUCTION TO THE NATIONAL HEALTH AND NUTRITION EXAMINATION SURVEY AND THE ALLERGEN DUST COLLECTION FOLLOWUP STUDY

The Allergen Dust Collection Study is a followup study of persons who participated in the National Health and Nutrition Survey sponsored by the National Center for Health Statistics (NCHS). This chapter provides a general description of the health examination surveys conducted by NCHS and the ongoing National Health and Nutrition Examination Survey (NHANES).

1.1 History of the National Health and Nutrition Examination Programs

This NHANES is the eighth in a series of national examination studies conducted in the United States since the early 1960s. The surveys are unique in that interview and physical examination data are obtained from national samples of the U.S. population. The examinations are conducted in mobile examination centers (MECs) that travel to 15 survey locations per year. NHANES data have been the cornerstone for numerous national health and nutrition policy activities and health research.

The National Health Survey Act, passed in 1956, provided the legislative authorization for a continuing survey to provide current statistical data on the amount, distribution, and effects of illness and disability in the United States. To fulfill the purposes of this act, it was recognized that data collection would involve at least three sources: (1) the people themselves by direct interview; (2) clinical tests, measurements, and physical examinations on sample persons; and (3) places where persons received medical care such as hospitals, clinics, and doctor's offices.

To comply with the 1956 act, between 1960 and 1994, the National Center for Health Statistics (NCHS), a branch of the Centers for Disease Control and Prevention (CDC), in the U.S. Department of Health and Human Services, has conducted seven separate examination surveys to collect interview and physical examination data.

The first three of these national health examination surveys were conducted in the 1960s:

1. 1960-62—National Health Examination Survey I (NHES I);
2. 1963-65—National Health Examination Survey II (NHES II);

3. 1966-70—National Health Examination Survey III (NHES III);

NHES I focused on selected chronic disease of adults aged 18-79. NHES II and NHES III focused on the growth and development of children. All three surveys had an approximate sample size of 7,500.

Beginning in 1970 a new emphasis was introduced. The study of nutrition and its relationship to health status had become increasingly important as researchers began to discover links between dietary habits and disease. In response to this concern, under a directive from the Secretary of the Department of Health, Education and Welfare, the National Nutrition Surveillance System was instituted by NCHS. The purpose of this system was to measure the nutritional status of the U.S. population and changes over time. A special task force recommended that a continuing surveillance system include clinical observation and professional assessment as well as the recording of dietary intake patterns. Thus, the National Nutrition Surveillance System was combined with the National Health Examination Survey to form the National Health and Nutrition Examination Survey (NHANES). Four surveys of this type have been conducted since 1970:

4. 1971-75—the first National Health and Nutrition Examination Survey I (NHANES I);
5. 1976-80—the second National Health and Nutrition Examination Survey II (NHANES II);
6. 1982-84—Hispanic Health and Nutrition Examination Survey (HHANES); and
7. 1988-94—the third National Health and Nutrition Examination Survey (NHANES III).

NHANES I, the first cycle of the NHANES studies, was conducted between 1971 and 1975. This survey was based on a national sample of about 28,000 persons between the ages of 1-74.

NHANES II began in 1976 with the goal of interviewing and examining 28,000 persons between the ages of 6 months to 74 years. This survey was completed in 1980.

While the NHANES I and NHANES II studies provided extensive information about the health and nutritional status of the general U.S. population, comparable data were not available for many of the ethnic groups within the United States. Hispanic HANES, fielded from 1982 to 1984, aimed at producing estimates of health and nutritional status for the three largest Hispanic subgroups in the United States—Mexican Americans, Cuban Americans and Puerto Ricans—that were comparable to the

estimates available for the general population. HHANES was similar in design to the previous HANES studies, interviewing and examining about 16,000 people in various regions across the country where there are large Hispanic populations. Beginning with this study, Westat was contracted to conduct the study.

NHANES III, conducted between 1988 and 1994, included approximately 40,000 persons selected from households in 81 counties across the United States. As previously mentioned, minority groups can have very different health status and characteristics, and thus black Americans and Mexican Americans were selected in NHANES III in large proportions. Each of these groups comprised separately 30 percent of the sample. It was the first survey to include infants as young as 2 months of age and to include adults with no upper age limit. To obtain reliable estimates, children (1-5 years) and older persons (60+ years) were sampled at a higher rate. NHANES III also placed an additional emphasis on the effects of the environment upon health. Data were gathered to measure the levels of pesticide exposure, the presence of certain trace elements in the blood, and the amounts of carbon monoxide present in the blood.

In addition to NHANES I, NHANES II, Hispanic HANES, and NHANES III, several other HANES projects have been underway since 1982. These projects have been a part of the HANES Epidemiologic Followup Survey, a multiphase project that has been conducting followup interviews with the NHANES I survey population in order to provide a longitudinal picture of the health of the U.S. population.

1.2 Overview of Current NHANES

In 1999, NHANES became a **continuous**, annual survey program. Each year, a nationally representative sample of the civilian, noninstitutionalized U.S. population, of all ages, is interviewed and examined. NHANES data are released in 2-year cycles. One-year estimates may be produced if there is a compelling public health need and if one year of data can provide a reliable estimate. Data from NHANES 1999-2000 and NHANES 2001-2002 have been released at various times over the past few years and are posted on the NHANES website. The URL is <http://www.cdc.gov/nchs/nhanes.htm>. A major advantage of continuous NHANES data collection is the ability to address emerging public health issues and provide objective data on more health conditions and issues.

The number of people examined in a 12-month period is about the same as in previous NHANES, about 5,000 persons per year. The data from NHANES are used by government agencies, state and community organizations, private researchers, consumer groups, companies, and health care providers.

1.2.1 NHANES Pilot and Dress Rehearsal

In mid 1998 and early 1999, three comprehensive tests were conducted in preparation for the main study—a pilot and two dress rehearsals. In each test, respondents were interviewed in their homes and then asked to participate in a physical examination in the MEC. All tests were conducted in the Washington metropolitan area.

The pilot tested the household interviewing procedures and MEC procedures, including the physical exams, the examination center interviews, and the field office and exam center Integrated Survey Information System (ISIS). The dress rehearsals were the final trial run of all survey procedures.

Today, the continuous data collection requires that pilot tests of new or revised survey material be conducted during the ongoing data collection.

1.2.2 Data Collection for NHANES Main Survey

Data collection on the NHANES main survey began early in 1999 and will be continuous. Westat has been contracted to conduct the study through 2014. Each year nearly 7,000 individuals of all ages in households across the United States are randomly selected to participate. The study respondents include whites as well as an oversample of blacks and Mexican Americans. The study design also includes a representative sample of these groups by age, sex, and income level. Adolescents, older persons, and pregnant women will also be oversampled. The following are the overall goals of the data collection:

- Estimate the number and percentage of persons in the U.S. population and designated subgroups with selected diseases and risk factors.

- Monitor trends in the prevalence, awareness, treatment, and control of selected diseases.
- Monitor trends in risk behaviors and environmental exposure.
- Analyze risk factors for selected diseases.
- Study the relationships between diet, nutrition, and health.
- Explore emerging public health issues and new technologies.

1.3 Steps in NHANES Data Collection

There are several steps involved in the NHANES study:

- Create a sample of persons selected to participate in the study.
- Conduct an in-home Health Interview for each sampled person (SP).
- Conduct a short in-home interview about the family.
- Conduct a physical exam of each SP.
- Report the results of the examination to each SP.
- Conduct follow-up studies.

1.3.1 Creating a Sample of Persons to Participate in the Study

Creating a sample of persons to participate in the study is a multistage process consisting of the following:

- *Select counties or groups of counties (15 counties across the United States per year).*
- *Select blocks or groups of blocks containing clusters of houses.*

These first steps are carried out by Westat statisticians using census data and a complex formula to ensure the random nature of the selection process and that those groups who have been selected to be over sampled (for example Mexican Americans) are adequately represented.

- *List all addresses within the blocks selected*

Two “Listers” travel to each selected county several months before operations at the site begins. Listers travel around the selected blocks and list every address within the block. This process is explained in detail in the Home Study manual and video you received before training. The completed list is then sent to Westat’s statisticians, who randomly select household addresses to be contacted.

- *Conduct a Screening Interview With Households Selected*

Several months after the listers have completed their work, an operations team, consisting of a four-member office team and a group of interviewers, arrives at the site. Each site is called a stand. Each interviewer is assigned addresses to visit within areas called segments. The addresses are then loaded on to the interviewer laptop computer. The interviewer also receives a hard copy Household Folder to record contact information about the case. At each address the interviewer conducts a short Screening Interview with an adult member of the household using the laptop computer. The Screening Interview has two primary stages as follows:

- *Enumeration of all people living in the household*
- *Classification of these persons by the various categories-gender ethnicity, race age, pregnancy status and when appropriate, income*

Each case (address) contains a computerized sampling message. After the Screening Interview is completed the computer application displays who, if anyone from the household, is selected as a sample person (SP). Approximately one in five addresses will contain eligible sample persons. On average two sample persons in each eligible household are selected. An example of a screen in the Screening Interview appears as Exhibit 1-1.

1.3.2 Conduct a Health Interview

After the Screener has been completed the interviewer conducts a Health Interview about each sample person selected. The Health Interview is divided into 30 sections that collect information about the sample person’s medical history and dietary patterns. The sections contained in the Health Interview are in Exhibit 1-2. Sample persons who are 16 years old or older must respond to the Health Interview themselves. Interviews for SPs birth to 15 years old are always conducted with a proxy, preferably a parent. Each respondent for the Health Interview must read and sign a consent form prior to beginning the interview. Exhibit 1-3 is an example of screens in the Health Interview.

Exhibit 1-1. Example of screen from Screening Interview

And the other members of this household who are related to Jane Banks : What are their names? By related, I mean by blood, marriage or a marriage like relationship. Please include adopted and foster children.
 Do not include students living away at school. Let's begin with the oldest. PROBE: Any others?

#	First Name	Middle Name	Last Name	Suffix	Gender
1	JANE		BANKS		F
2					

501-01-0004 SCQ v. 3.00 enum. other HH rels. SCQ130






















Exhibit 1-2. Sections in the SP Questionnaire

Section	Target Group
INTRODUCTION AND VERIFICATION	Birth +
EARLY CHILDHOOD	Birth to 15
HOSPITAL UTILIZATION AND ACCESS TO CARE	Birth +
IMMUNIZATION	Birth +
PHYSICAL FUNCTIONING	1+
MEDICAL CONDITIONS AND HEALTH STATUS	1+
KIDNEY CONDITIONS	20+
DIABETES	1+
BLOOD PRESSURE	16+
CARDIOVASCULAR DISEASE	40+
OSTEOPOROSIS	20+
RESPIRATORY HEALTH AND DISEASE	1+
ALLERGY	1+
VISION	12+
AUDIOMETRY	1+
DERMATOLOGY	20-59
ORAL HEALTH	18+
PHYSICAL ACTIVITY AND PHYSICAL FITNESS	2+
SLEEP	16+
DIETARY BEHAVIOR	Birth +
CARDIOVASCULAR FITNESS	8+
WEIGHT HISTORY	16+
SMOKING	20+
OCCUPATION	16+
SOCIAL SUPPORT	40+
ACCULTURATION	12+
DEMOGRAPHICS	Birth +
HEALTH INSURANCE	Birth +
DIETARY SUPPLEMENTS AND PRESCRIPTION MEDICATION	Birth +
MAILING ADDRESS VERIFICATION	Birth +

Exhibit 1-3. Example of screens in the Health Interview

NHANES IV Person Questionnaire Year 7

Forms Answer Navigate Options

[HUQ] - ID: 6010100280101 - Age: 58 - Gender: MALE

First I have some general questions about your health.

Would you say your health in general is...

1. excellent,
 2. very good,
 3. good,
 4. fair, or
 5. poor?

LABEL	HOSPITAL UTILIZATION SECTION
99ac HUQ010	3
99ac HUQ020	
99aceh HUQ030	

NHANES IV Person Questionnaire Year 7

Forms Answer Navigate Options

[HUQ] - ID: 6010100280101 - Age: 58 - Gender: MALE

Compared with **12 months ago**, would you say your health is now...

1. better,
 2. worse, or
 3. about the same?

LABEL	HOSPITAL UTILIZATION SECTION
99ac HUQ010	3 Good
99ac HUQ020	3
99aceh HUQ030	

1.3.3 Conduct a Family Interview

A separate Family Interview is completed for each family that has at least one SP. A family is defined as all individuals who are related by blood, marriage or a marriage-like relationship. Therefore if a household address has two families and both families have a SP, two Family Interviews are completed in the household. An eligible respondent for a Family Interview is an adult member of the family who is knowledgeable about family matters such as income. The sections in the Family Interview are contained in Exhibit 1-4.

1.3.4 Physical Examination

After the Health Interviews are completed the interviewers' next important task is to set up examination appointments for each SP. It is the combination of the Health Interview and the physical examination data that makes the NHANES program unique in health research.

The NHANES examination is conducted in a specially equipped and designed Mobile Examination Center (MEC) consisting of four trailers (Exhibit 1-5). Each trailer is approximately 50 feet long and 8 feet wide. The trailers are drawn by detachable truck tractors when moving from one geographic location (stand) to another. At an examination site, such as a hospital parking lot, the four trailers are set up side by side and connected by enclosed passageways. At any time during the survey, there are two MECs set up at two different stands and one traveling to the next stand.

The MEC houses all of the state-of-the-art equipment necessary for the physical measurements and tests conducted. The trailers are divided into rooms to assure the privacy of each study participant during the examinations and interviews. Many customized features have been incorporated, including an audiometry room that uses a soundproof booth, a wheelchair lift, and a wheelchair-accessible bathroom available to participants with mobility problems. Exhibit 1-6 shows the locations of the various exams within the MEC.

Exhibit 1-4. Sections in the Family Questionnaire

Section	Target Group
DEMOGRAPHICS	Non-SPs Heads of Household & Spouses
HOUSING CHARACTERISTICS	All SPs in Family
SMOKING	Household
INCOME	Family/Household
FOOD SECURITY	Household
TRACKING/TRACING	Family/Household

Exhibit 1-5. Mobile Examination Center (MEC) exterior view

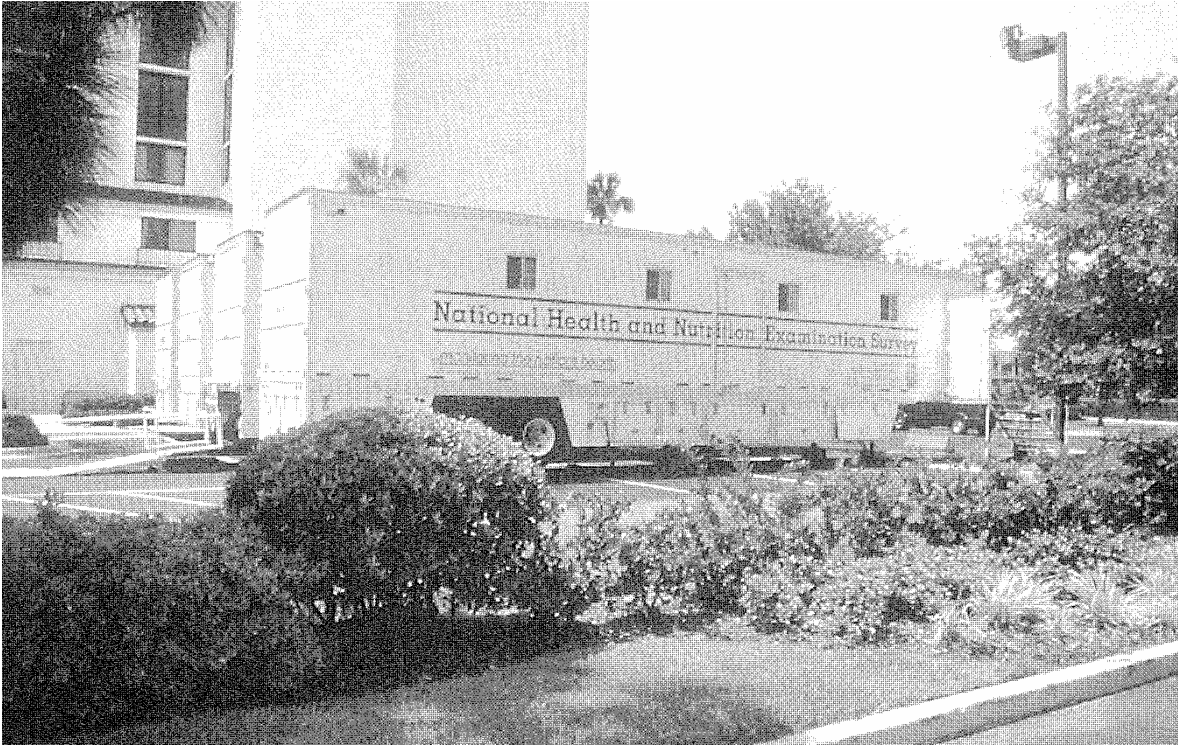
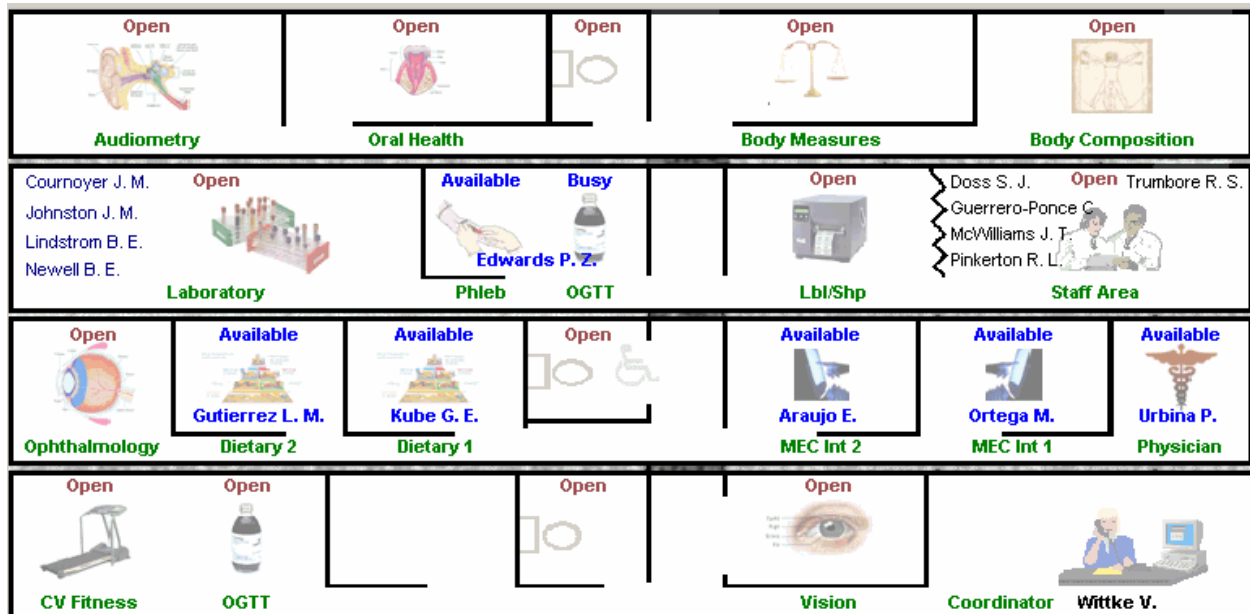


Exhibit 1-6. Mobile Examination Center (MEC) interior view



<u>Trailer</u>	<u>Room</u>	<u>Room Use</u>
Trailer 1	Coordinator Vision CV Fitness OGTT	Welcoming and waiting area for SPs Vision tests Cardiovascular fitness test Oral glucose tolerance Trutol administration
Trailer 2	Physician MEC Interview 1 MEC Interview 2 Dietary Interview 1 Dietary Interview 2 Ophthalmology	Physical examination Health interview Health interview Dietary interview Dietary interview Vision tests
Trailer 3	Phlebotomy/OGTT Laboratory Label/shipping area Staff area	Drawing of blood samples Oral glucose tolerance Trutol administration Processing of biological samples like urine and blood samples Lab area for labeling and shipping specimens Staff area that houses main computer system
Trailer 4	Body Composition Body Measures/PAM Oral Health Audiometry	Total body composition scans Body measurements and physical activity monitor Dental examination Hearing tests

1.3.4.1 MEC Exam Schedule

The examination centers are open 5 days each week, with closed days changing on a rotating basis so that appointments can be available on any day of the week. There are two 4-hour examination sessions a day, held morning and afternoon or morning and evening for the convenience of participants. Approximately 10-12 SPs should be scheduled for each exam session.

The weekly schedule for MEC exams varies. During half of the stand exam period, MEC sessions are scheduled Thursday through Monday. During the other weeks, exams are scheduled Saturday through Wednesday. Evening exams are offered twice a week (Mondays, Tuesdays, or Thursdays). When interviewers receive their first assignment at a stand, their supervisor gives them a stand-specific MEC exam schedule. SPs under age 12 can be scheduled throughout the day (morning, afternoon or evening). SPs age 12+ should be given appointments either in the morning, afternoon or evening depending on whether the household has been randomly assigned to a morning or afternoon/evening session. Interviewers try to schedule as many appointments as possible for weekdays so that weekend schedules do not become overcrowded.

When the SP arrives at the MEC, s/he is greeted by the MEC Coordinator, who is responsible for seeing to it that the SP receives all the appropriate exams for his/her gender and age. The SP changes from street clothes into a paper gown, trousers, and slippers provided by the MEC. S/he is then given an ID bracelet with an identification number and escorted from the reception area to each of the exam locations within the MEC.

Each SP and/or the parent of the SP must read a consent brochure and sign an exam consent form before participating in the exam. Each SP is paid a compensation at the end of the examination. Compensation varies from \$30 to \$100 depending on the SP's age and when s/he is appointed.

1.3.5 Followup Studies With Additional Compensation

- A **physical activity monitor (PAM) assessment** is conducted for examinees age 6+ to assess their physical activity levels. SPs are asked to wear the "monitor" for 7 days. SPs mailing the monitor to the Westat home office are paid \$40.
- A **dietary phone followup** (about 30-40 minutes) is conducted for all English and Spanish-speaking examinees 3 to 10 days after their MEC exam. They will be asked

the same questions that they were asked during their primary exam. An incentive of \$30 is paid for each completed interview.

- Examined SPs 2 years of age and older are also asked to complete a 20-30 minute **food frequency questionnaire** (English or Spanish). These SPs are contacted by mail and asked to complete the questionnaire at home and mail it to the Westat home office. An incentive of \$30 is paid for each completed interview.
- **Allergen dust collection** is undertaken in every household containing examined SPs. Allergen technicians arrive at the stand 2 weeks after MEC exams begin. They visit eligible households and collect bed and floor dust samples and provide each participating family with a \$50 incentive. **This is the follow-up study in which you as an Allergen technician are involved.**
- If a youth or his/her parents or guardians are concerned about missing classes either because of the difficulty involved in making up assignments or because of school regulations, and Saturday or evening sessions are not feasible, inform the respondent that we can **notify the school**. (Details are in Section 8.3, step #8.)
- Collect a water sample for every SP age 12+.

Report of Findings: Some exam results, such as blood pressure measurements, are given at the MEC exam. If requested by the SP, a report of findings is mailed to the SP's home about 12-16 weeks after the exam. In general, these are mailed only to the person examined or to the parents/guardians of children. The results of some tests are not given to the SP because the values are useful in a research context only. If the exam reveals urgent health problems, the SP is notified at once and given a referral for treatment. If some urgent problem is found through the lab tests, the SP is notified immediately by mail. NHANES does not cover the cost of any health care SPs decide to seek after the exam.

1.4 Field Organization for NHANES

There are two levels of field organization for this study—the home office staff and the field staff at each site. Each site is called a stand.

- **Home Office Staff from Westat**—Project staff from Westat are responsible for overseeing the field work.
- **Field Staff**—The field staff consists of three groups of employees: The stand office staff, the interviewers, and the MEC staff.
 - *Stand Office Staff*—For the main study, there are three office staff teams. Each team works at an office opened at a specific site (i.e., stand). Each stand office

is headed by a study manager (SM) and will include a field manager (FM), an office manager (OM), an assistant office manager (AOM), and a data equipment specialist (DES).

The study manager (SM) is responsible for the overall management of operations at a stand. S/he also has primary responsibility for supervision of the household interviewers (health representatives).

The field manager's primary responsibility is to assist the SM and supervise the activities of the AOM. S/he deals with administrative issues and ISIS and CAPI problems.

The office manager is responsible for the stand office operations and is the main conduit for the flow of work and information between the MEC and the household interviewing staff. S/he supervises one or more local office clerks hired to assist with office activities.

The assistant office manager is primarily responsible for quality control including data entry into the Integrated Survey Information System (ISIS), editing of data collection materials, and verification of interviewer work.

The data equipment specialist is primarily responsible for the set up and maintenance of the field office computer systems and the MEC physical plant. S/he reports to the home office advance team staff.

- *Interviewers*—This staff is primarily responsible for identifying and enrolling the survey participants, conducting the household interviews, and appointing the study participants for health examinations.

Twice a week interviewers visit the stand office and report to the study manager. During the course of the study interviewers also interact with the other field office staff as well as home office staff.

- *MEC Staff*—This staff of health professionals conducts the physical examinations. The main study includes two exam teams traveling from stand to stand. There are 15 individuals on each traveling team: 1 MEC manager, 1 MEC coordinator, 1 licensed physician, 3 medical technologists, 4 health technicians, 2 MEC interviewers, 2 dietary interviewers, and 1 phlebotomist. In addition, local assistants are recruited, trained, and employed at each stand to assist the exam staff.
- *Followup Staff* – Followup staff include telephone interviewers who conduct the dietary interviews and the 6-month interviews with persons who test positive for hepatitis C and men with a high PSA test result. The followup staff also include 5 allergen technicians who carry out the allergen dust collection at all sites. **You are one of these technicians.**

1.5 Overview of Stand Activities

Advance Arrangements Arrival: Advanced arrangements for a stand begins approximately 4 months before the start of interviewing activities. At this time, a member of the advance arrangement team visits the county where the stand will be located and begins discussions with local officials on locating and setting up the MEC and field office. Over the next few months plans are finalized for locating the MEC and field office sites; contractors are identified for setting up and maintaining the MEC; arrangements are made to locate transportation services such as a taxi company for transporting SPs to the MEC; banking arrangements for the stand are established; and other necessary arrangements made. In addition to the logistical arrangements, public outreach efforts are also being made that include press releases to the local news media and letters to public health officials and other community leaders to inform them about the survey.

Lister Arrival: Approximately 3 months before the start of interviewing the listers arrive to record all household addresses within the segments (see Section 1.3).

Field Office Arrival: The field office team arrives at a stand about a week before interviewing begins and stays until the day after examinations end. Arrival day depends on the close-down of the previous stand. The FO team sets up the field office and prepares for household screening and interviewing to begin.

Interviewer Arrival/First Three Weeks of Work: Interviewing staff arrive at the stand the day before screening and interviewing begin. Approximately 85 percent of the screening and interviewing for a stand is accomplished during the first three weeks. Approximately 13 interviewers are initially assigned to each stand to complete this work. At the end of this period, approximately one-half of the interviewers move on to other stands, while a small interviewing force remains to carry out the remaining work. By the last week or two of the stand, only one or two interviewers remain.

MEC Arrival: The MEC opens for examinations approximately 4 weeks after the opening of the field office. The MEC staff arrive about 2 days before the examinations begin and leave the day after examinations end. In a typical stand, there will be approximately 25 examination days, including 1 day of dry runs to make sure everything is working appropriately before actual appointments begin, and 1 day of breakdown and pack-up after examinations end. As noted in Section 1.3, the MEC has two sessions per day, either a morning (beginning at 8:30 a.m.) and afternoon (beginning at 1:30 p.m.) or a

morning and evening (beginning at 6:00 p.m.) session. A timeline of activities for a stand is displayed in Exhibit 1-7.

Followup Activities: Followup activities start shortly after the first SPs have gone through the MEC exams. An explanation of all followup studies is contained in Section 1.3.5.

1.6 Three Stands Concept

Three stands are in operation at one time. One stand may be in the final week of examinations, another stand in its third week of examinations, while the third stand will just be beginning screening and interviewing. Since three stands are in different stages of operation at any one time, three teams of office staff are needed. Since only two stands have MEC examinations going on at the same time, only two MEC teams are needed. The household interviewers are assigned across the three stands according to each stand's stage of data collection.

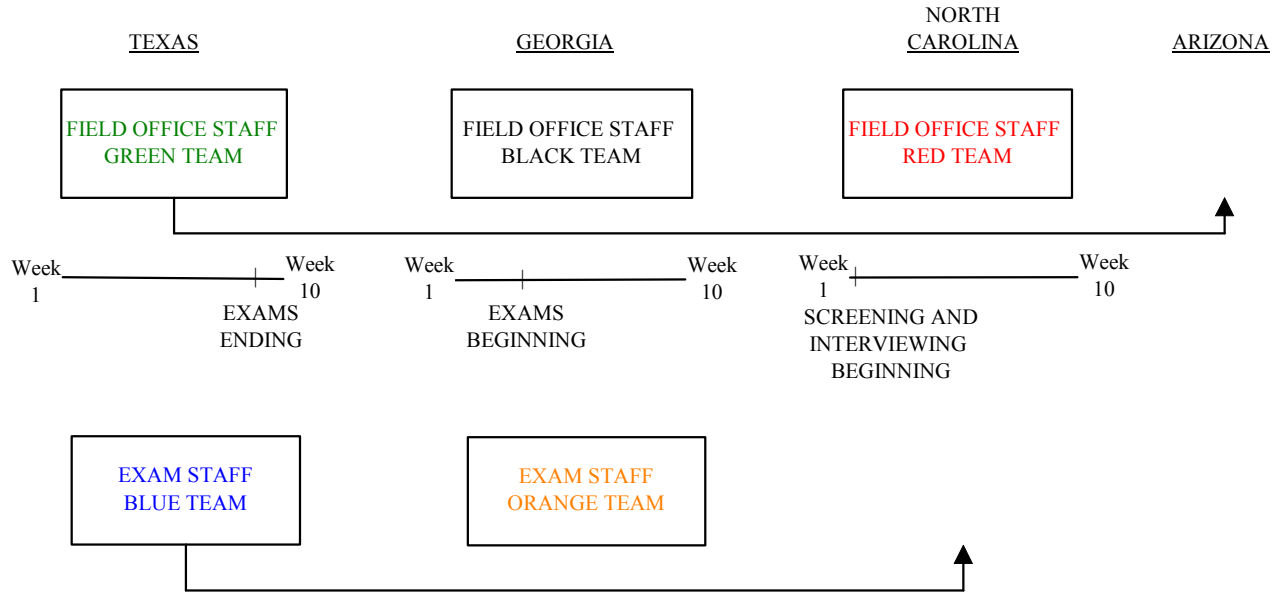
Exhibit 1-8 is a pictorial representation of activities and movement across stands.

Exhibit 1-7. Activities at a Stand

Week																									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Advance Arrangement Activities Begin				Listing Activities Begin												Field Office Team Arrives to Set Up Office	Screening & Interviewing Begin			MEC Team & Trailers Arrive	Set Up & Exams Begin				Field Operation End

Exhibit 1-8. Snapshot of NHANES 3 Stand Operation

DATE 2/24/05



2. ALLERGEN DUST COLLECTION

2.1 Overview of Indoor Allergen Exposures

In the U.S. and throughout most parts of the developed world, asthma and allergies are tremendous clinical and public health problems. Asthma is a chronic respiratory disease that is characterized by inflammation and narrowing of the airways. Episodes or attacks of asthma occur in response to triggers such as allergens, exercise, exposure to cold, respiratory infections, and tobacco smoke. In 2001, 22.2 million adults (10.9%) and 9.2 million children (12.6%) in the U.S. had ever been diagnosed with asthma.¹ In the same year, 7.8 million adults and 4.2 million children suffered an asthma attack.¹ In 2000, asthma accounted for 10.4 million outpatient visits, 1.8 million hospital emergency department visits, 0.5 million hospitalizations, and 4,487 deaths.¹ The economic cost of asthma in the U.S. in 1998 was estimated to be \$12.7 billion.² Although it is not fully understood why some people develop asthma and others do not, it is generally accepted that asthma is the result of the interaction between genetic susceptibility and environmental exposures. One environmental exposure that is believed to play a role in asthma is exposure to indoor allergens, such as dust mite, cockroach, dog, cat, and fungal allergens. In addition, exposure to bacterial endotoxins, compounds found in the outer membrane of a common class of bacteria, play a role in the allergic response.

Because of the public health significance of allergies and asthma, the National Center for Health Statistics (NCHS) is conducting pilot studies to determine the feasibility of collecting allergen dust samples as a component of the National Health and Nutrition Examination Survey (NHANES). This component has been developed by the National Institute of Environmental Health Sciences (NIEHS) in collaboration with NCHS.

The specific aims of the allergen dust component will be to:

- Estimate the nationwide prevalence of indoor allergen and endotoxin exposures, and
- Investigate the complex relationships between allergen and endotoxin exposures and allergic disease.

¹ National Center for Health Statistics (U.S.). Asthma Prevalence, Health Care Use and Mortality, 2000-2001. Available at <http://www.cdc.gov/nchs/products/pubs/pubd/hestats/asthma/asthma.htm>.

² Weiss, K.B., and Sullivan, S.D. The health economics of asthma and rhinitis. I. Assessing the economic impact. *J Allergy Clin Immunol* 2001; 107:3-8.

The new allergen dust component will involve two general procedures:

- Collection of a 4-minute vacuum dust sample and related information from the bedroom of each study participant (SP); and
- Laboratory analysis of the dust sample for a panel of 10 indoor allergens and endotoxins (Exhibit 2-5).

2.2 The Feasibility Study and Pilot

The feasibility and pilot studies for the Allergen Dust Collection were conducted in the spring and summer of 2004. In the feasibility study, two allergen technicians (ATs) worked at one stand for 2 weeks. At the end of the 2 weeks, a debrief took place and appropriate revisions were made to procedures and materials.

The pilot study was conducted for 8 weeks in one stand. All procedures and instruments were tested again during this period. There was another debriefing at the end of the pilot study and final revisions made for adding the allergen dust collection to the main study.

2.3 Eligibility for Allergen Dust Collection

All sample persons who are **1 year old or older** and have been **examined in the mobile examination center** are eligible for the collection process. In general, a family with eligible sample persons can be contacted for the collection process after all sample persons in the family have been examined or otherwise finalized. For example in a family with two sample persons if one of the sample person has been examined and the other has refused the exam, the collection can take place. In this example the AT would only be complete the collection process for the SP who was examined.

2.4 The Appointment Process for Allergen Dust Collection

The SP will be introduced to the allergen dust collection process by the field interviewer during the discussion of the MEC examination. The collection process is also mentioned in the Exam Informed Consent Brochure the SP receives during this discussion. Initial (tentative) appointments for the

family are made at Westat's home office telephone facility by the same interviewer who conducts the telephone dietary followup interview (see Chapter 1). The appointments are made within 2-hour blocks of time to allow for travel and collection time. The screens the dietary interviewer uses to make the collection appointment are displayed as Exhibit 2-1.

Exhibit 2-1. Dietary Phone Interviewer Allergen Appointment Screens

SCREEN 1

You may remember that during the interview in your home you received a brochure that included a discussion of a follow up study of home dust allergens. I would like to set up a date and general time for the allergy technician to visit your home.

The technician will collect a dust sample by vacuuming areas in the rooms where persons who were examined usually sleep. The collection will take approximately 15 minutes per sampled room and your family will receive \$50 for your participation.

SCREEN 2

The technician will be calling you to remind you of this appointment and to confirm a more exact time.

Because the purpose of the study is to collect dust samples, please do not do any special cleaning or change bed linens. The day before your appointment.

Can you be reached at this number _____?

Which of the following numbers is best to reach you at?

The appointment telephone call is made approximately 3 to 5 days after the SP has been examined. Appointments are usually scheduled for at least 2-7 days from the dietary phone call in order to give the AT sufficient time to prepare for the appointment.

2.5 Overview of Allergen Technician (AT) Tasks

The allergen dust collection for the main study will begin approximately two weeks after MEC exams begin at the stand and continue for two weeks after the stand closes. Exhibit 2-2 represents a timeline of collection scheduling activities. The AT will primarily be working out of his or her office in the hotel, although while the stand is in operation the field office may be used as needed.

Exhibit 2-2. Timeline of Collection Scheduling Activities

Week											
1	2	3	4	5	6	7	8	9	10	11	12
Screening and Interviewing Begins			MEC Exams Begin	Dietary Phone Calls to Examined SPs Begin – First Allergen Appointments are Made	ATs Arrive to Work at the Stand			Stand Closes (Field Staff Leaves) ATs Continue to Work		ATs Leave the Stand – Travel to Next Stand	

Tasks that ATs perform when they arrive at the stand include:

- Use a laptop computer to view the schedule of current initial (tentative) appointments set by the dietary telephone interviewer.
- Call the household to confirm the appointment, explain the study, and set a specific time to visit the household to complete the collection process. Reschedule appointments as necessary.
- Enter the exact (final) day and time of the appointment in the laptop computer.
- Prior to going to the appointment, gather all necessary equipment and supplies. Print a set of labels for each SP in the family using the laptop computer.
- Record the address information from the laptop onto the Allergen Contact Folder.
- Visit the selected household. Identify a responsible member of the family 18 years old or older (respondent) with whom to explain the study and locate each SP's bed.
- Use a written script to explain the collection process and obtain a signed collection consent form from the respondent.

- Collect one allergen dust sample in the bedroom of each SP. Each sample collection will be a composite of vacuumed dust from an SP's bed and from the floor of the SP's bedroom. Enter information about each sample into the Allergen Collection Application.
- Give the respondent a \$50 check as remuneration for participation. Have the respondent sign a receipt and enter the check number in the Allergen Collection Application.
- Store the samples in the Styrofoam container containing refrigerant packs until arriving back at the hotel.
- Use a laptop to transmit data for completed cases to the home office.
- Complete weekly shipments of all collected samples via Federal Express to the contract laboratories for analysis. Enter the shipping information into the Tracking and Shipping application on the FFMS.
- Reschedule broken appointments and attempt to schedule non response cases as necessary.

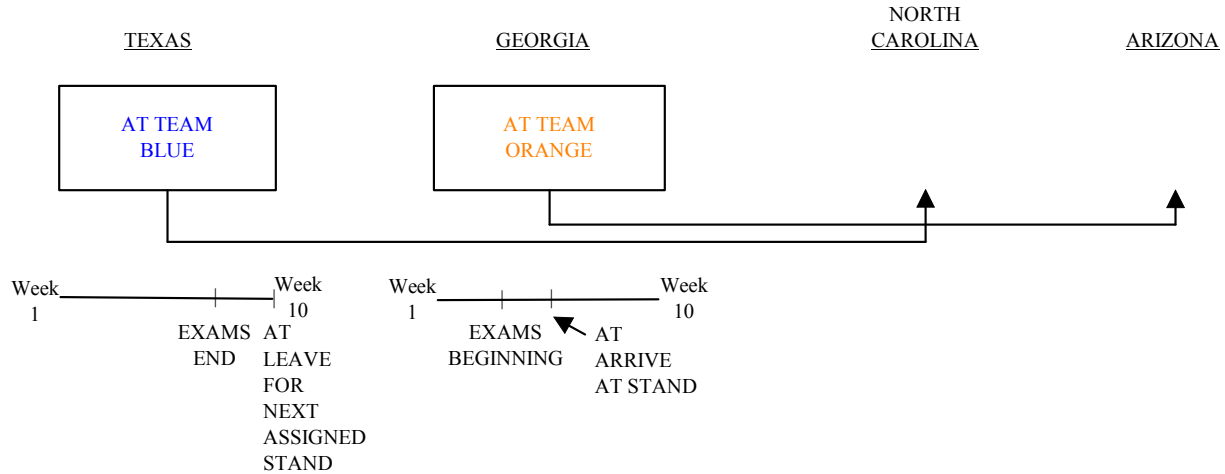
2.6 Allergen Technician Stand Work Schedule

For the main study there will be two teams of two allergen technicians plus a floater for a total of five ATs. Each team will follow the MEC teams and will work every other stand. Floaters will generally work at every stand. Each team along with the floater will arrive at a stand 2 weeks after MEC exams begin and work for approximately 2 weeks after the stand ends. The floater will work approximately 3 weeks to help with the anticipated heavy scheduled work at the beginning of their schedule.

Exhibit 2-3 represents the movement of the two allergen technician teams between stands.

Exhibit 2-3. Movement of Two Allergen Technicians Between Stands

DATE 2/24/05



2.7 Allergen Technician Daily Work Schedule

The schedule for the main study has been designed using appointment data from the feasibility and pilot studies, which indicated that certain days are more productive than others and that certain appointment blocks are nondesirable. In a given week, ATs will generally work Thursday through Monday with Tuesday and Wednesday off. Each AT will have three 2-hour appointment blocks available each day. The appointment times vary from day to day. The AT will spend the remainder of the workday entering the results of work in the FFMS and completing administrative procedures.

Exhibit 2-4 is an example of a typical weekly AT schedule.

However, experiences with NHANES have shown that this data can change depending on the region of the country, time of year, income levels, etc., so the AT schedule may change or the appointment blocks **may change at any time**. However, the number of appointment blocks per day (3) will remain the same. Therefore, the average day allows for 6 hours of actual sample collection and 2 hours for administrative work.

Exhibit 2-4. Example of typical weekly AT schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3:00 - 5:00	1:00 - 3:00	3:00 - 5:00	OFF	OFF	9:00 - 11:00	1:00 - 3:00
5:00 - 7:00	3:00 - 5:00	5:00 - 7:00			11:00 - 1:00	3:00 - 5:00
7:00 - 9:00	5:00 - 7:00	5:00 - 7:00			1:00 - 3:00	5:00 - 7:00
	SHIPPING TO LAB	REPORTING WITH HOME OFFICE				

Sample collection includes driving to the homes of participants, collecting samples, making cold calls and appointments in the field, as well as refusal conversion.

Administrative work consists of data transferring at the beginning and end of every workday, firming up appointments, preparing cases, and gathering your equipment and materials for the workday. There are 2 days during the week when administrative work is particularly important. On Tuesdays all samples collected are shipped to the lab and on Wednesdays all allergen technicians report to the home office by phone and on a preselected time.

Exhibit 2-5. Final report of findings (English version)

Allergy

Allergy tests were done for research purposes and are not a substitute for an evaluation of allergic disease by your physician.

Blood results	<u>Result</u>	<u>Units</u>	<u>Flag</u>	<u>Reference range</u>
Total IgE		Ku/L		<100 Ku/L
<u>Ages 1 year and older</u>				
D, farinae (dust mite)		Ku/L		<0.35 Ku/L
D. pteronyssinus (dust mite)		Ku/L		<0.35 Ku/L
<i>Alternaria alternata</i> (mold)		Ku/L		<0.35 Ku/L
Cat epithelium and dander		Ku/L		<0.35 Ku/L
Dog dander		Ku/L		<0.35 Ku/L
German cockroach		Ku/L		<0.35 Ku/L
Egg		Ku/L		<0.35 Ku/L
Milk		Ku/L		<0.35 Ku/L
Peanut		Ku/L		<0.35 Ku/L
<u>Ages 6 years and older</u>				
Common ragweed		Ku/L		<0.35 Ku/L
Ryegrass		Ku/L		<0.35 Ku/L
Bermuda grass		Ku/L		<0.35 Ku/L
White oak		Ku/L		<0.35 Ku/L
Birch		Ku/L		<0.35 Ku/L
Shellfish		Ku/L		<0.35 Ku/L
<i>Aspergillus fumigatus</i> (mold)		Ku/L		<0.35 Ku/L
Russian thistle		Ku/L		<0.35 Ku/L
Mouse urine proteins		Ku/L		<0.35 Ku/L
Rat urine proteins		Ku/L		<0.35 Ku/L
House Dust Allergens				
	<u>Result</u>	<u>Units</u>	<u>Flag</u>	<u>Reference range</u>
Dust mite (Der p 1)		ug/g dust		<2.0 ug/g dust
Dust mite (Der f 1)		ug/g dust		<2.0 ug/g dust
Cat antigen (Fel d 1)		ug/g dust		<1.0 ug/g dust
Dog antigen (Can f 1)		ug/g dust		<2.0 ug/g dust
Cockroach (Bla g 1)		U/g dust		<2.0 U/g dust
Cockroach (Bla g 2)		ug/g dust		<0.09 ug/g dust
Mouse antigen (Mus m1)		ug/g dust		<1.6 ug/g dust

Some people may be sensitive to one of the above dust allergens. High levels of dust allergens may cause allergies; however, they do not necessarily mean you have allergies or will get them. Dust allergen levels are still being researched, so their exact meaning is still not clear. However, your blood IgE tests to these same substances are more specific, and can tell you whether or not sensitization has occurred. If you are under the care of a doctor for allergies or asthma, you may wish to share these results with your doctor. If you aren't treated for asthma or allergies, but have allergy symptoms, you may also wish to share the result with your doctor if one or more tests are high, although an evaluation is not urgent. Allergy symptoms include itchy eyes, runny nose, wheezing, and skin rash. If you have no allergy symptoms and none of your test results are high, there is no need to follow up with your physician.

Exhibit 2.5a. Final report of findings (Spanish version)

Alergia

Las pruebas de alergia fueron hechas con propósitos de investigación y no son sustituto de una evaluación de enfermedades alérgicas hecha por su médico.

Resultados de la prueba de sangre

	Resultado	Unidades	Aviso	Nivel de Referencia
Inmunoglobulina E total (IgE)		Ku/L		<100 Ku/L
<u>1 año de edad y mayor</u>				
D. Farinae (ácaro del polvo)		Ku/L		<0.35 Ku/L
D. Pteronissinus (ácaro del polvo)		Ku/L		<0.35 Ku/L
<i>Alternaria alternata</i> (moho)		Ku/L		<0.35 Ku/L
Epitelio y caspa de gato		Ku/L		<0.35 Ku/L
Caspa de perro		Ku/L		<0.35 Ku/L
Cucaracha alemana		Ku/L		<0.35 Ku/L
Huevo		Ku/L		<0.35 Ku/L
Leche		Ku/L		<0.35 Ku/L
Cacahuete/Maní		Ku/L		<0.35 Ku/L
<u>6 años de edad y mayor</u>				
Ambrosía común		Ku/L		<0.35 Ku/L
Ballica		Ku/L		<0.35 Ku/L
Gramma/Pasto de bermuda		Ku/L		<0.35 Ku/L
Liquen del roble		Ku/L		<0.35 Ku/L
Abedul		Ku/L		<0.35 Ku/L
Mariscos		Ku/L		<0.35 Ku/L
<i>Aspergillus fumigatus</i> (moho)		Ku/L		<0.35 Ku/L
Planta rodadora o cardo ruso		Ku/L		<0.35 Ku/L
Proteína de la orina de ratones		Ku/L		<0.35 Ku/L
Proteína de la orinade ratas		Ku/L		<0.35 Ku/L

Alérgenos del polvo del hogar

	Resultado	Unidades	Aviso	Nivel de Referencia
Ácaro del polvo (Der p 1)		ug/g polvo		<2.0 ug/g polvo
Ácaro del polvo (Der f 1)		ug/g polvo		<2.0 ug/g polvo
Antígeno de gato (Fel d 1)		ug/g polvo		<1.0 ug/g polvo
Antígeno de perro (Can f 1)		ug/g polvo		<2.0 ug/g polvo
Cucaracha (Bla g 1)		U/g polvo		<2.0 U/g polvo
Cucaracha (Bla g 2)		ug/g polvo		<0.09 ug/g polvo
Antígeno de ratón (Mus m1)		ug/g polvo		<1.6 ug/g polvo

Algunas personas pueden ser sensibles a uno de los alérgenos del polvo que se mencionan arriba. Los niveles altos de alérgenos del polvo pueden causar alergias, sin embargo no significa necesariamente que usted tiene alergias o que las tendrá. Los niveles de alérgenos del polvo todavía se están investigando, de modo que su significado exacto no está claro todavía. Sin embargo, sus pruebas de sangre de inmunoglobulina E (IgE) a estas mismas sustancias son más específicas y pueden decir si ha ocurrido o no sensibilización. Si a usted le está viendo un médico para alergias o asma, usted debería compartir esta información con su médico. Si usted no está recibiendo tratamiento para alergias o asma, pero tiene síntomas de alergias, usted también debería compartir esta información con su médico si uno o más de los resultados es alto, aunque no es urgente una evaluación. Los síntomas de las alergias incluyen comezón/picazón en los ojos, goteo nasal, resuello ruidoso y salpullido. Si usted no tiene síntomas de alergia y ninguno de los resultados de su prueba son altos, no hay necesidad de consultar a su médico.

3. PREFIELD SUPPLIES AND PROCEDURES

This chapter provides you with a list of all of the materials, equipment, and supplies you will be using in your job as an allergen technician (AT). It also provides you with a description of how to prepare to go to the field to work your appointments.

3.1 Hard Copy Assignment Materials

For each case you work, you will receive the following hard-copy materials. These materials include information on the family you will be contacting. These materials are:

- Copies of **contact materials from the original interview and examination process**. These materials are used by the interviewer who contacted the household for the original interview and examination appointment process.
 - A copy of the **Household Folder** and of the **Nonresponse Card**. These two forms contain all pertinent contact information for the family gathered by the interviewer during the regular field period at the stand. It includes directions to the address (if applicable), interviewer appointment information, and a record of all contacts along with contact notes about the household.
 - A copy of the **Household Composition Form**. This form is produced for the case by the field office during normal stand operations. This form lists all family members in the household along with the ages and relationships of all family members.
- The **Allergen Study Contact Folder**. This folder provides you with a script to use during your telephone calls to the household. This form also provides a space for you to record address and appointment information for the family. On the back of the form is an area to use to record the result of your contacts. This form is to be used as a backup to the contact information entered into the applications on the laptop computer. The inside covers of the folder contain hard copy data collection forms to be used if your tablet fails in the field (to be discussed in Chapters 5 and 7).

Each of these forms is described in more detail below.

3.1.1 Contact Materials from the Original Interview and Exam

The Household Folder, the Nonresponse (SP) Card, and the Household Composition Form are used by NHANES interviewers to record information about their attempts to complete each stage of data collection with a household. They may contain special instructions for locating the dwelling unit as well as any special information that is needed to deal successfully with the household.

The following sections describe procedures to interpret the interviewer materials so that they can be used effectively.

3.1.1.1 The Household Folder – Copy of the Front and Back Cover

At the beginning of a stand, one Household (HH) Folder is prepared for every dwelling unit in the sample. When interviewers are assigned cases (dwelling units), they receive a HH Folder for each dwelling unit with the dwelling unit's NHANES identification label already attached. The interviewer completes the rest of the folder during his or her work on the case. Along with providing sections for recording important information, the folder is used to store documents associated with the case.

The HH Folder contains information that will be useful to you in preparing for contacting households and carrying out data collection. It is not important that you understand **each item** on the HH Folder. Items that will be particularly useful to you are designated with a “√”. It contains the following sections.

FRONT COVER (Exhibit 3-1)

The household ID label: This label identifies the household address.

√**Directions/Other Info Box:** This box contains directions that may be helpful in finding the household or any other information the interviewer finds relevant to contacting the household, e.g., big dogs, gated community, etc.

Screener Disposition: The interviewer fills in the disposition (result code) for the screening interview. Normally, the HH Folders you will receive for allergen data collection will contain a code **2** (Complete with SPs).

√**Household Phone #:** This is the phone number recorded at the time the interviewer administered the screener.

√**Specify Other Phone Type:** This is an alternative or preferred telephone number for contacting the SP, e.g., an office number, cell phone, a neighbor's number.

FO USE ONLY: This section is filled out by the field office staff when there is an address change.

MEC Exam Appointment Summary: This section is completed by the interviewer and contains information on each SP's MEC appointment.

- **Fam #:** There can be more than one family living in a household. If there is more than one family in the household, NHANES assigns a unique number to each family in the household.
- **Per #:** A unique number assigned by NHANES to each SP living in the household. The first person listed in the screener is person # 1, the second person listed in the screener is person # 2, etc.
- **Inter Initials:** The interviewer's 3-letter NHANES initials.
- **SP ID:** A unique number assigned by NHANES to each SP in the study. It contains the stand, segment, and serial number for the case.
- **Appt Disp:** The interviewer fills in the disposition (result code) for making the MEC appointment. Code **11** means that the SP has been successfully scheduled for the MEC exam.
- **√MEC Exam Appointment Information:** This section contains the SP's name and the date and time of the SP's MEC appointment. It also contains information on transportation needs for the appointment and any special considerations that the MEC staff should know about in advance. There are also fields for the interviewer to record the SP's age and gender.
- **Water Collection:** This section refers to a special water sample the interviewer takes in the household. **YES, NO** or **NA** is entered to track water samples collected in homes containing SPs who are 12 years of age or above.

BACK COVER (Exhibit 3-2)

√HH Language Use – What languages are spoken in the household?

The answer to this question will tell you what language is spoken in the household and if a translator was used during interviewing.

Result of Contact: This space is provided for the interviewer to record information about each of his/her attempts to locate, contact and complete the necessary work on the sampled household. You should review this section carefully to see if the interviewer has recorded any comments that may help you in your contacts with the family. The following information is provided for each contact attempt:

- **√Attempt #** - Attempts are numbered consecutively. This number will show the number of visits that were made to the household before the data collection module (the screener, Relationship, SP, or Family Questionnaire or MEC appointing) were completed.

- **Inter Initials** - Identifies the interviewer who completed the contact.
- **√Day of the Week, Date, and Time** - The day, date and time the contact was made.
- **Screener, Relation, Family, SP Quex and MEC Scheduling Results** - Records the disposition code for each data collection module of the case. The only codes relevant for your review are:
 - Screener Complete = Code 1
 - Sample Person/Family – Complete = Code 1, Refusal = Code 22
 - MEC Exam – Scheduled = Code 11, Refusal = Code 22

NOTE: if a Refusal (code **22**) is recorded on the Result of Contacts for any member of a household, all-remaining contacts with the household are recorded on a Nonresponse Card.

- **√Was a nonresponse letter sent?** This field is used by the study/field manager to indicate if and when a refusal letter or package was sent and how it was sent.
- **√There is an SP Card for this HH:** If this box is checked, you should find the SP card, also called the Nonresponse Card, inside the HH Folder.

3.1.1.2 The Nonresponse (SP) Card

Once any member of a household refuses any portion of the study, a Nonresponse (SP) Card is started (see Exhibit 3-3). It may be started at any stage of the data collection process. Interviewers continue to work refusal cases and in many instances are able to persuade SPs and their families to participate in the study. Just as they did on the HH Folder Record Of Contacts, interviewers record the contact attempt #, Interviewer ID, and the day, date, and time that each contact was made. The interviewer also records a detailed description of what went on each time they talked to a member of the household.

3.1.1.2.1 How to Use the Household Folder and Nonresponse Card

The information recorded on the Household Folder and Nonresponse Card give you information about who in the family is the best person to talk to and also about the best days and time of day to reach someone at home. For example,

- If the interview and MEC appointment were both completed in the daytime, you will know that you have a good chance of finding someone home at that same time of day.

- If the interviewer went many times during the day and found no one at home and then conducted the Screener and the Family and SP questionnaires during the evening or on a weekend, you will know that you will need to visit the HH during evening hours to find anyone at home.
- If an interviewer went to a household once and completed the Screener and the household questionnaires and set the MEC appointment in the same visit, you will know that the family will most likely be easy for you to reach as well.
- If any interviewer had to make multiple attempts to find someone at home, you will be alerted that you may have difficulties contacting them as well.

3.1.1.3 Household Composition Form

The Household Composition Form (Exhibit 3-4) is produced by the field office at the beginning of the stand and updated as work at the stand is completed. One Household Composition Form is produced for each group of people living in a sampled household. It contains a section with information on household composition and a section for the current status of each data collection module. These are described in more detail below.

Identification Information: The **left top corner** contains the household's original street address (from listing), the actual address where the screener was completed (if the listing was incorrect), and the household mailing address at the time the screener was completed. The **top center** displays the household ID number, the name of the person who was the respondent for the screener and the respondent's telephone number. It is not important that you understand each item on this form. It is given to you to help you understand the make up of the family you will be visiting.

Household Composition: This section will be most useful to you. It lists for each member of the household:

- Participant ID, a unique identifier for each sample person
- Name
- Date of birth
- Age
- Gender
- Race

Exhibit 3-4. Household Composition Form

Page 1 of 2

Stand: 188:

01/11/2005 03:47:11 PM

Original Street Address:

1478 CLARK RD.
SEMINOLE, FL 33772

Screener Street Address:

1478 CLARK RD
SEMINOLE, FL 33772

Screener Mailing Address:

1478 CLARK RD.
SEMINOLE, FL 33772



Household: 188-12-0012
Screener Respondent: LUCY BROWN
Respondent Phone # (214) 857-2147

Household Composition

Participant ID	Name	Date of Birth	Age	Gender	Race	Ethnicity	Active Duty Military	Other Home	Live Here	Home Phone Number	VOC Sample	SP ID
188-12-0012-01-01	Brown, John	3/29/1923	81	Female	White	Not Hispanic	No	No	Yes	(214) 851-2147	Yes	467218
188-12-0012-01-02	Brown, Lucy	11/4/1930	74	Male	White	Not Hispanic	No	No	Yes	(214) 851-2147	Yes	158978

Questionnaire - Current Status

Participant ID	Name	Component	Disposition	Update Date	Interviewer
188-12-0012-00-00		Relationships	Complete (final)	12/08/2004	1017: Scott, Barbara
188-12-0012-00-00		Screener	Complete, with SPs (final)	12/08/2004	1017: Scott, Barbara
188-12-0012-00-00		Family	Complete (final)	12/10/2004	1017: Scott, Barbara
188-12-0012-01-01	Brown, Lucy	Person	Complete (final)	12/10/2004	1017: Scott, Barbara
188-12-0012-01-02	Brown, John	Person	Complete (final)	12/10/2004	1017: Scott, Barbara

Appointment - Current Status

Participant ID	SP ID	Name	Component	Disposition	Update Date	Interviewer
188-12-0012-01-01	40012	Brown, Lucy	Appointment	Scheduled (final)	12/10/2004	1017: Scott, Barbara
188-12-0012-01-02	15012	Brown, John	Appointment	Scheduled (final)	12/10/2004	1017: Scott, Barbara

* age derived from age range

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Exhibit 3-4. Household Composition Form (continued)

Household Composition Report

Page 2 of 2

Stand: 188

01/11/2005 03:47:11 PM

Exam - Current Status

Participant ID	Name	Appt Type	Exam Status	Session Date	Session Type	Scheduled by
188-12-0012-01-01	Brown, Lucy	Primary	Examined	12/12/2004	Afternoon	1017: Scott, Barbara
188-12-0012-01-02	Brown, John	Primary	Examined	12/12/2004	Afternoon	1017: Scott, Barbara

Appointment - History

Participant ID	SP ID	Name	Component	Disposition	Update Date	Interviewer
188-12-0012-01-01	40012	Brown, Lucy	Appointment	Not Worked	12/08/2004	1017: Scott, Barbara
			Appointment	Scheduled (final)	12/10/2004	1017: Scott, Barbara
188-12-0012-01-02	15012	Brown, John	Appointment	Not Worked	12/08/2004	1017: Scott, Barbara
			Appointment	Scheduled (final)	12/10/2004	1017: Scott, Barbara

Exam - History

Participant ID	SP ID	Name	Status Date	Appt Type	Exam Status	Session Date	Session Type	Scheduled by
188-12-0012-01-01	40012		12/10/2004	Primary	Scheduled	12/12/2004	Afternoon	1017: Scott, Barbara
			12/12/2004	Primary	Examined	12/12/2004	Afternoon	1017: Scott, Barbara
188-12-0012-01-02	15012		3/2004	Primary	Scheduled	12/12/2004	Afternoon	1017: Scott, Barbara
			...2/2004	Primary	Examined	12/12/2004	Afternoon	1017: Scott, Barbara

* age derived from age range

NHANES - Report #51

Confidential

- Ethnicity
- Whether on active military duty
- Whether there is a second home
- Whether the person's primary residence is the screener address
- Home phone number
- Whether a VOC (water) sample was taken
- Whether the person was selected as an SP
- If person is an SP, the SP ID number

Data Collection Module Status: This consists of three sections: **Questionnaire - Current Status**, **Appointment – Current Status**, and **Exam – Current Status**. These sections show the current status of these data collection modules for each SP.

Appointment and Exam History – These two sections list all result codes which the SP received during the MEC exam appointing process and the actual MEC exam appointment. It shows how many times an appointment was rescheduled and whether it was ever completed.

3.1.2 The Allergen Study Contact Folder

You will use an **Allergen Study Contact Folder** for every eligible family before beginning data collection. It is to be used to help you document contact and appointment information you are required to enter into your laptop computer at the end of your work day. It is described below.

Front Cover of Allergen Contact Folder (Exhibit 3-5). The front cover of the folder contains three sections. The first section contains a space for you to record directions to the house, if applicable. It also contains a space for you to record the time you arrived and departed from the sampled household. In addition, lines are available for you to record the household ID number and the household address of the eligible family. These can be found in the list of cases assigned to you in your laptop computer.

Exhibit 3-5. Front cover of Allergen Contact Folder

NATIONAL HEALTH AND NUTRITION EXAMINATION SURVEY
ALLERGEN STUDY

DIRECTIONS/OTHER INFO
Take 465 to
exit # 19.
Turn on Evans
at second light
to left

Arrival Time: 9:00 ^{AM}/_{PM}

Departure Time: 9:30 ^{AM}/_{PM}

Family ID: 188-12-0012-01

Address: 1478 Clark Road

Phone Number: 214-857-2147

SCHEDULING FIRM APPOINTMENTS

Hello my name is _____ I am with the National Health and Nutrition Examination Study. I'm calling to confirm the time of your appointment to visit your home and collect a vacuum dust sample. I have you scheduled for TIME BLOCK on DATE. ARRANGE AN EXACT APPOINTMENT TIME. RECORD ON BACK OF ALLERGEN CONTACT FOLDER AND IN FFMS.

Since we will be collecting a sample of dust, we ask that you not do any special cleaning or change bed linens at least two days before the appointment.

SCHEDULING INITIAL APPOINTMENTS

Hello my name is _____ from the National Health and Nutrition Examination Study. You may remember that before your examination you received some information about a follow-up study of home dust allergens. I would like to schedule a time to visit your home to collect a vacuum dust sample.

I will collect a sample by vacuuming in the rooms where persons who were examined usually sleep. The collection will take approximately 15 minutes per sampled room and your family will receive \$50 for your participation. ARRANGE AN EXACT APPOINTMENT DATE AND TIME. RECORD ON ALLERGEN CONTACT FOLDER AND IN FFMS.

Since we will be collecting a sample of dust, we ask that you not do any special cleaning or change bed linens at least two days before the appointment.

APPOINTMENT SUMMARY			
AT Initials	Appt Date	Appt Time	Comments
Number of SPs in Family:			
RLA	1/10/05	9:00AM	She had to go to the doctor - not available
RLA	1/12/05	9:00AM	Talk to Lucy

The second section contains two scripts for you to use when you are scheduling appointments. Use the script for **Scheduling Final Appointments** when finalizing an initial appointment made during the dietary interview phone call. The script for **Scheduling Initial Appointments** should be used when contacting an SP who has not already made an initial appointment through the dietary interviewer.

The third section of the folder contains the allergen Appointment Summary. It will accommodate appointment information on up to ten appointments per family. The summary should be completed as follows:

- **AT Initials:** Enter your initials for each appointment result entry.
- **Appointment Date:** Enter the date on which the appointment is scheduled.
- **Appointment Time:** Enter the time for which the appointment is scheduled.
- **Comments:** Enter any comments that you feel will be useful in carrying out the appointment for allergen data collection.

Folder Interior: The interior of the folder is a hard copy of the automated data collection form. It should be used only in the rare case when your laptop fails or you cannot use the automated data collection application for some other reason. Specifications for this form are contained in Chapter 5 and 7.

Back Cover of Allergen Contact Folder (Exhibit 3-6): The back cover of the folder contains the **Results of Contact** for the household. It provides you with space to record information about each of your attempts to contact, set an appointment, and complete allergen data collection with the eligible household.

- **Attempt #:** All attempts are entered on the Results of Contact as they occur. All attempts should be consecutively numbered in this column.
- **AT Initials:** Enter your three-letter AT initials for each contact entry.
- **Day of Week:** Using abbreviations, enter the day of the week (e.g., Fri.).
- **Date:** Enter digits to represent the month, day, and year (e.g., 10/6/04).
- **Time:** Enter the time of your attempt and specify AM or PM.
- **Result of Contact:** Enter the results of each contact attempt you make to complete any part of the case (i.e., appointment scheduling, dust collection appointment).
- **Comments:** Enter any information that helps to describe what happened during a contact that does not have a final result.

Inner Covers of Allergen Contact Folder. The inner covers of the family folder contain the hard-copy data collection forms. These are to be used in the event that your tablet stops working while you are in the field. You can go ahead and proceed with dust collection, but enter the sample data collection and room data collection information on this form instead. How to use this form is covered in detail in Section 7.4.

3.2 Equipment and Supplies

The following is a list of all equipment and supplies needed to complete the allergen dust collection process and sample shipment.

Equipment

- Fujitsu ST 4121 outdoor viewable pen top computer, adaptor, spare battery, case
- Rolling soft side duffel bag to hold vacuum and other supplies
- Sanitaire Model 3683 vacuum cleaner with flexible hose and extension tube
- Extension cord and three-prong adapter plug
- Template portfolio
- Timer
- Timer holder (aluminum holder and plastic wand attachment)
- Dual thermometer/relative humidity meter
- Label-capable portable inkjet printer (does not go into field)

Supplies

- Styrofoam box or cooler for transporting samples in the field
- 2 frozen U-tex refrigerant gel packs
- Assembled Mitest Dust Collectors in small zip lock bag
- Printed sample labels

- 2.25 x 4 foot disposable templates
- 2 measuring tapes (in inches)
- Masking tape (or painters tape)
- Disposable nonlatex exam gloves
- Wet Wipes
- Spare batteries for timer (AAA) and temperature/humidity meter (CR2032)
- Spare vacuum cleaner bags
- Spare blank labels
- Permanent markers
- Ballpoint pens
- Large zip lock bag (in which to place all samples from a household)
- Trash bags – for used supplies such as tape, gloves and wet wipes

Forms

- The Allergen Study Contact Folder hard-copy Allergen Data Collection form
- Allergen Sampling Time chart
- Allergen Dust Collection Informed Consent forms
- Indoor Allergens brochures
- Numbered sample labels generated using the Allergen Collection application
- Checkbook and Receipt Book

Shipping Supplies

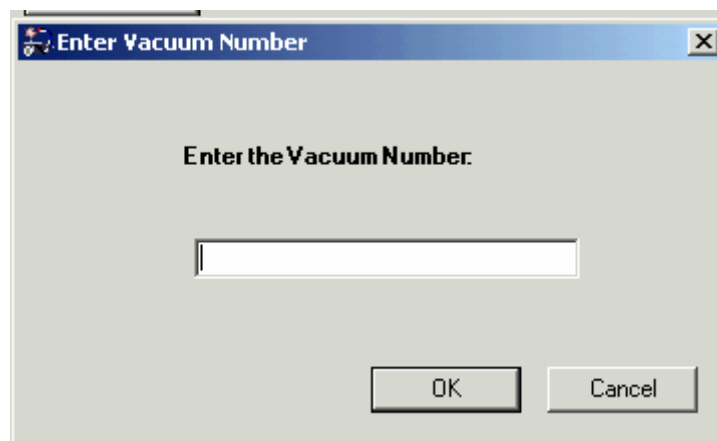
- FedEx Labels
- Shipping box (large)
- Packing material

3.3 Entering a Vacuum Number in the Allergen Collection Application

Before you begin your work at a stand, you should enter the serial number of the vacuum you are using to collect samples into the Allergen Dust application. The serial number can be found on the bottom of the body of each vacuum cleaner on a manufacturer's label. The serial number is preceded by the letters S/N. Once the serial number is entered, it is saved by the application. As long as you use the same vacuum cleaner, you do not need to re-enter this number. Only when you change vacuum cleaners does the serial number need to be changed.

In order to enter the serial number in the Allergen Dust application, you must open the Enter Vac Info utility in the upper toolbar of the Allergen Collection application. To do this you:

- Tap on the Allergen Dust Application icon;
- The first screen you will see is the Allergy Appointment screen;
- Select 'Utilities' on the menu bar at the top of the screen and in the utilities menu select 'Enter a Vacuum Number';
- Highlight the current number, if there is one and enter the number in the space provided; and
- Tap the 'OK' button.



3.4 Preparing to Go to the Field

Each day before you go into the field, make sure your materials are organized. This is a multistage process that involves:

- Preparing the Styrofoam coolers in which you will transport your samples;
- Printing the sample identification labels for your household;
- Performing data transmission; and
- Organizing and packing the supplies and assignment materials you will need to take to the field.

3.4.1 Preparing the Styrofoam Cooler

The allergen dust samples you collect should be kept at room temperature or cooler. For this reason, they should be placed in a Styrofoam cooler for transport to your hotel room. You will need to place 2 frozen U-tex refrigerant gel packs in the cooler to be sure the samples do not overheat in the car. Make sure you freeze these each night and place the frozen packs in your cooler in the morning before going into the field.

3.4.2 Producing Labels

Prior to going to each allergen dust collection appointment, print a set of labels for each SP in the family using the Print Allergen Sample Labels utility in the upper toolbar of the Allergen Collection application. This option is right below the Enter Vac Info utility.

After the collection process is completed, you will place one label on the dust collector and a second label on the small zip lock bag containing the dust collector. You will print one sheet of labels in your hotel room using the portable inkjet printer. Use one sheet for each family. The family ID, date, and time of appointment will be printed at the top of each sheet. Three 1½ x 1 inch labels will be printed for each SP (1 spare) and will contain the SPID and Vessel ID [101] in eye readable and bar code format, as illustrated below.



To print labels, follow the steps below.

- Place your laptop in the docking station and make sure it is connected to the printer;
- Place only **one** blank sheet of labels in the paper feed, label side up;
- Tap on the Allergen Dust application;
- A list of your appointments will appear;
- Select the family you are going to print labels for by selecting any SP in the family;
- At the 'Utilities' menu select 'Print Labels'; and
- The labels will be printed on your printer.

The print label screen is displayed on the following page. In this example, the labels would be printed for John, Mary, Beth, Jack, and Billy Smith because their names were selected prior to selecting 'Print Labels.'

Appt Filter

Select a Date: Monday, March 22, 2004

Appt Status: Scheduled, Tentative Appt.

Employee: Janice Hall

Selected Date All Dates

Apply

Select an Appointment

Family ID	Name	Age	Date/Time	Employee
33009001001	John Smith	30	3/19/2004 5:00:00 PM	Janice Hall
33009001001	Mary Smith	30	3/19/2004 5:00:00 PM	Janice Hall
33009001001	Beth Smith	10	3/19/2004 5:00:00 PM	Janice Hall
33009001001	Jack Smith	5	3/19/2004 5:00:00 PM	Janice Hall
33009001001	Billy Smith	5	3/19/2004 5:00:00 PM	Janice Hall

3.4.3 Performing Data Transmission

You are required to perform the data transfer process daily before you go to the field. Performing the data transfer will allow you to view your most current list of appointments. It will also allow your completed work to be sent to the home office. The steps involved in the data transmission process are explained in Chapter 4 of this manual.

3.4.4 Organizing and Packing Field Supplies

The next step is to gather the required equipment you will take to the field. The list of equipment and supplies that you will need to have with you at the home to conduct allergen dust sampling is shown in the Equipment and Supplies Checklist (Exhibit 3-7) provided below.

Exhibit 3-7. Equipment and Supplies Checklist for Field Data Collection

Field Allergen Dust Collection Materials Checklist

- Fujitsu ST 4121 outdoor viewable pen top computer (1 per AT)
 - A/C adaptor
 - Spare battery
 - Bump case
- Softside rolling duffel bag (1 per AT)
- Handheld supply bag (1 per AT)
- Sanitaire Model 3683 vacuum cleaner (1 per AT)
 - Extension tube
 - Spare vacuum bags (1 per stand)
 - Three-prong plug adaptor (as needed)
 - Extension cord (as needed)
- Extech Humidity/Temperature Pen 445580 (1 per AT)
 - Spare batteries (CR2032) (1 per AT)
- Assembled Mitest Dust Collectors in small zip lock bag (1 per SP)
- Spare Mitest Dust Collectors (as needed)
- Large family sample ziplock bag (1 per family)
- 2.25' X 4' disposable template (2 per SP)
- Template carrying case (1 per AT)
- Measuring tapes (2 per AT)
- Masking or painter's tape (as needed)
- Timer and timer holder (1 per AT)
 - Spare batteries (AAA) (2 per AT)
- Styrofoam Cooler for transporting samples (1 per AT)
- U-tex refrigerant gel packs (4 per AT)
- Numbered labels generated from Allergen Collection application (3 per SP)
- Spare blank labels (as needed)
- Disposable nonlatex exam gloves (1 pair per family)
- Fingerless glove liners (1 pair per family)
- Wet wipes (as needed)
- Trash bags (1 per family)
- Permanent marker, ball point pens, paper clips (as needed)
- 3" x 3" Post-Its (as needed)
- Legal –size Allergen Contact folders (1 per family)
- Checks (1 check per family)
- Receipt book (1 receipt per family)
- English and Spanish Indoor Allergen brochures (1 per family)
- English and Spanish Informed Consent forms, hard copy (1 per family)

4. FIELD FOLLOW-UP MANAGEMENT SYSTEM (FFMS)

The FFMS is the system you will use to manage all of your cases. You will use this system to view, schedule and reschedule appointments, and to record your call results on a daily basis. The FFMS is used by many different people on the NHANES study and serves many different purposes. It has been modified for the allergen technicians to use, but was not specifically designed for the allergen study. For this reason, it contains many functions that you will never use as an AT. Most of the tabs and buttons that do not pertain to the allergen study have been made unavailable or appear in red. All FFMS procedures that you will need for your job are covered in this chapter. The actual data that you collect during the collection process will be recorded using a different application on your computer which will be discussed later in this manual. The FFMS has one main purpose that relates to the allergen study and that is to manage your contacts and appointments for your cases.

As mentioned in the previous chapter, the SP will have been introduced to the allergen dust sampling during the informed consent process. Appointments for home allergen dust collections will be made during the dietary phone follow-up interview after all SPs in the household have been examined at the MEC.

A tentative telephone appointment will be scheduled for the household at the home office facility by the same interviewer who conducts the dietary interview. This tentative appointment will be made at the conclusion of the dietary interview phone call. These interviewers will refer to you as the allergen technician (AT) and the appointment as the Allergen Dust Collection.

The dietary interviewers will use their own version of the FFMS to manage this tentative appointment process. The FFMS displays all pertinent information for all SPs in the family after they become eligible for the dietary interview and for a tentative appointment for the allergen dust collection process.

As mentioned in Chapter 2, most of your appointments will be made for you. SPs who are examined in our mobile examination center will complete a dietary interview during this exam. Three to five days later, they receive a phone call from a dietary interviewer and complete a short follow up survey that we refer to as the dietary phone follow up. At the end of this survey, if all SPs in the family have been examined, the dietary interviewer will attempt to make an appointment for dust collection for the entire family. The tentative appointment will be for a specific 2-hour window on a specific day, for example, 2 p.m. to 4 p.m. on April 5, 2004. In general, the dietary phone interviewer will make the

tentative appointment for the allergen dust collection at least 3 days after the dietary interview to allow for assignment and preparation time by an AT. However, if circumstances require, the appointment can and will be made in a shorter time frame. Each AT will have a specific work schedule (days and hours) and will be assigned to a specific geographic area within the stand to work. The AT work schedule and assigned areas will be programmed in the dietary interviewers' FFMS. The dietary interviewers will use this information when making tentative appointments.

Once a tentative appointment has been scheduled, it is your responsibility to contact the family again a day or two before and finalize the appointment. During this call you should:

- Follow the script on the front of your Allergen Contact Folder.
- Be flexible; schedule a time that is most convenient for the respondent.
- Use standard refusal avoidance and refusal conversion techniques. Refer to Q & A list as needed.

In addition to scheduling exact times for final appointments, you will also be responsible for scheduling tentative appointments for SPs who were not scheduled by the dietary interviewer. There is a script on the front of your contact sheet that should be used for this. Procedures for scheduling these appointments are covered later in this chapter.

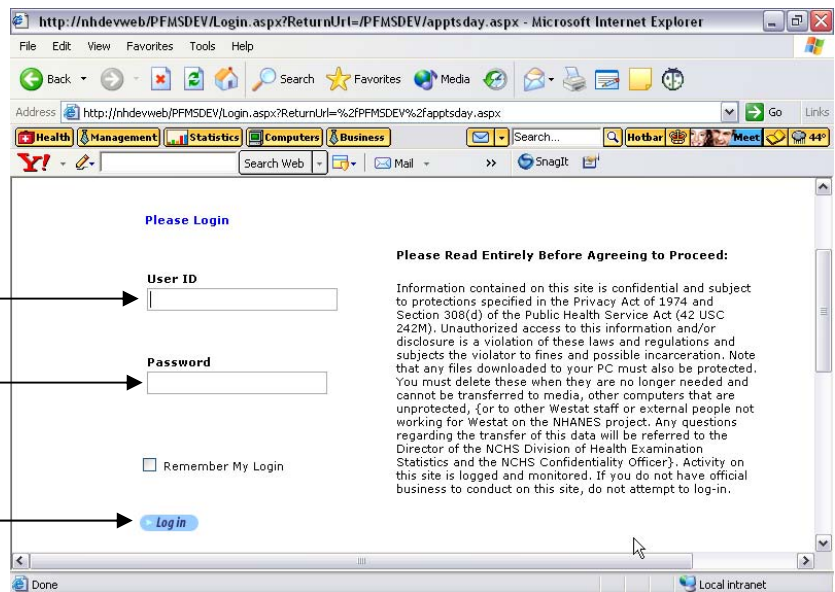
During the course of your workday, you will record each attempt to contact a family on the back of the Allergen Contact Folder. At the end of the day, you must transfer all of these contact results into the FFMS.

4.1 Logging onto the FFMS

1. Double click on the FFMS Icon.



2. Enter your user ID
3. Enter your password.
4. Click on the blue login button.



The screenshot shows a Microsoft Internet Explorer browser window displaying the FFMS login page. The address bar shows the URL: `http://nhdevweb/PFMSDEV/Login.aspx?ReturnUrl=/PFMSDEV/apptsday.aspx`. The page content includes a "Please Login" heading, a "User ID" text box, a "Password" text box, a "Remember My Login" checkbox, and a blue "Login" button. To the right of the login fields is a "Please Read Entirely Before Agreeing to Proceed:" section containing a detailed privacy notice. The browser's status bar at the bottom indicates "Done" and "Local intranet".

Please Login

User ID

Password

Remember My Login

[Login](#)

Please Read Entirely Before Agreeing to Proceed:

Information contained on this site is confidential and subject to protections specified in the Privacy Act of 1974 and Section 308(d) of the Public Health Service Act (42 USC 242M). Unauthorized access to this information and/or disclosure is a violation of these laws and regulations and subjects the violator to fines and possible incarceration. Note that any files downloaded to your PC must also be protected. You must delete these when they are no longer needed and cannot be transferred to media, other computers that are unprotected, (or to other Westat staff or external people not working for Westat on the NHANES project. Any questions regarding the transfer of this data will be referred to the Director of the NCHS Division of Health Examination Statistics and the NCHS Confidentiality Officer). Activity on this site is logged and monitored. If you do not have official business to conduct on this site, do not attempt to log-in.

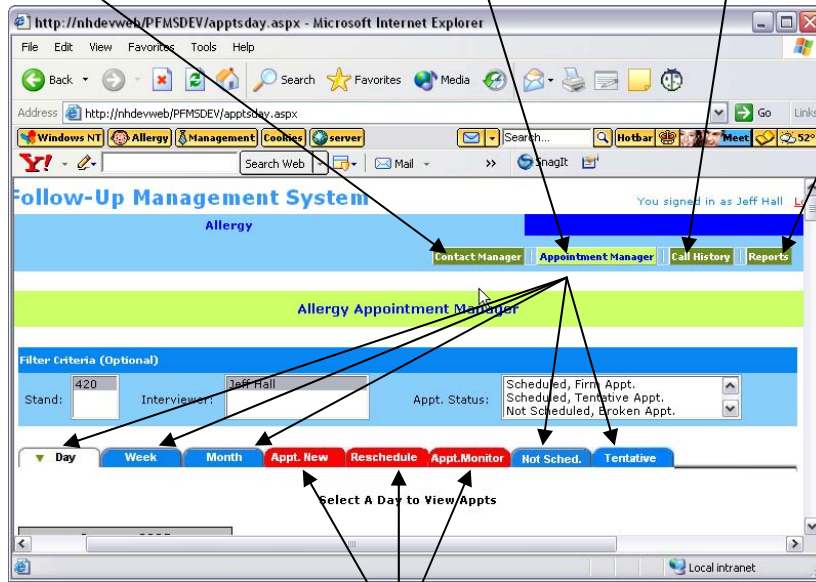
4.2 Summary of FFMS Allergen Functions

Contact Manager – Allows you to search for current phone and address information.

Appointment Manager – Allows you to view the day, week, month, not scheduled and tentative tab.

Call History – Allows you to search for the call history for a case, enter result codes and should be used to reschedule an appointment.

Reports – Allows you to print the Allergen Schedule Report, the Allergy Shipping Report and the Shipping Manifest.



Not used

The quickest and easiest way to see an overview of your scheduled appointments is by using the day, week or month tab. These tabs allow you to see a calendar view of all of your appointments for a given day, week or month.

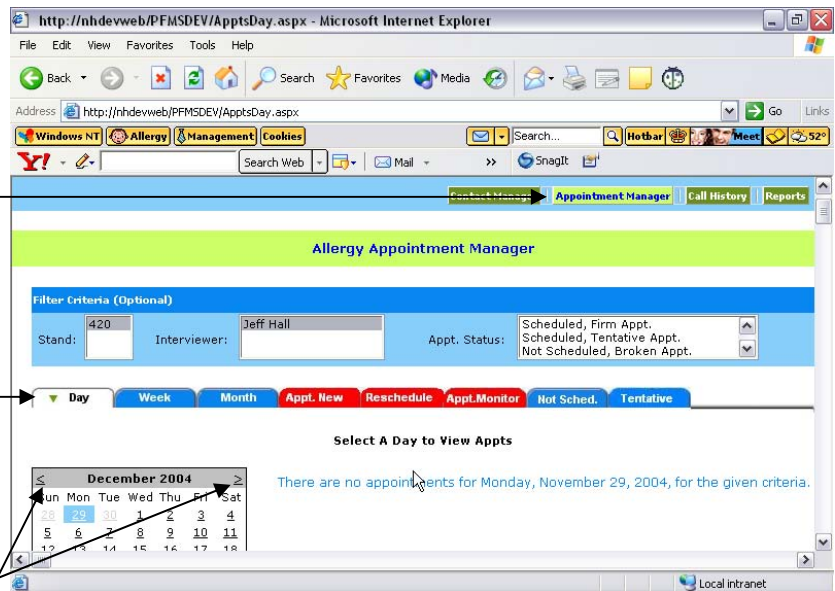
4.3 Viewing Your Appointments Using the Day Tab

The day tab can be used to view all of the appointments for a given day. The day tab shows the appointment times, SP's names, appointment status and the name of the AT with whom the appointment is scheduled. You can also view any comments that were made by the dietary phone interviewer by allowing the cursor/arrow to hover over the symbol that looks like a piece of paper on the far right. Clicking on an SP's underlined name will take you to the call history where you can enter a call record or reschedule the appointment.

1. Click on the Appointment Manager button at the top of the screen.

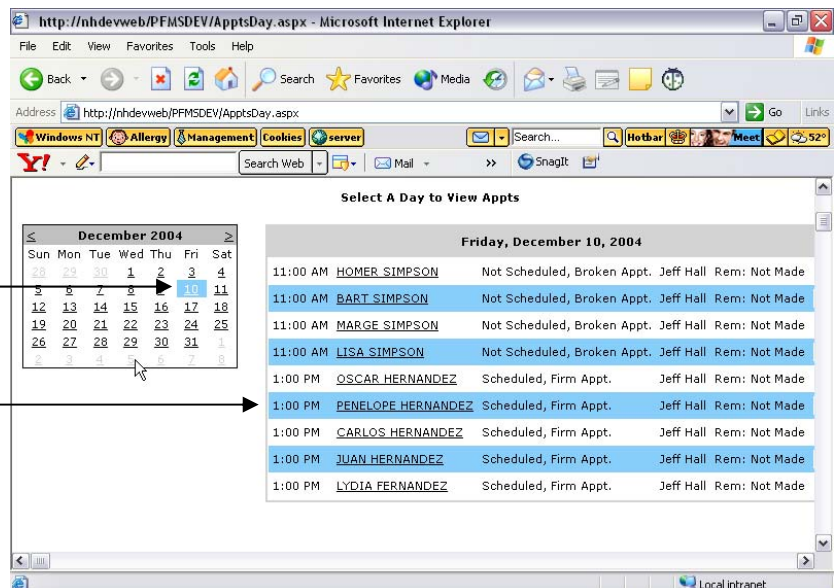
2. Click on the "Day" tab.

3. Select the appropriate month by clicking on the \leq or \geq symbol on either side of the current month on the calendar.



4. Select the day for which you would like to view appointments by clicking on the date within the calendar.

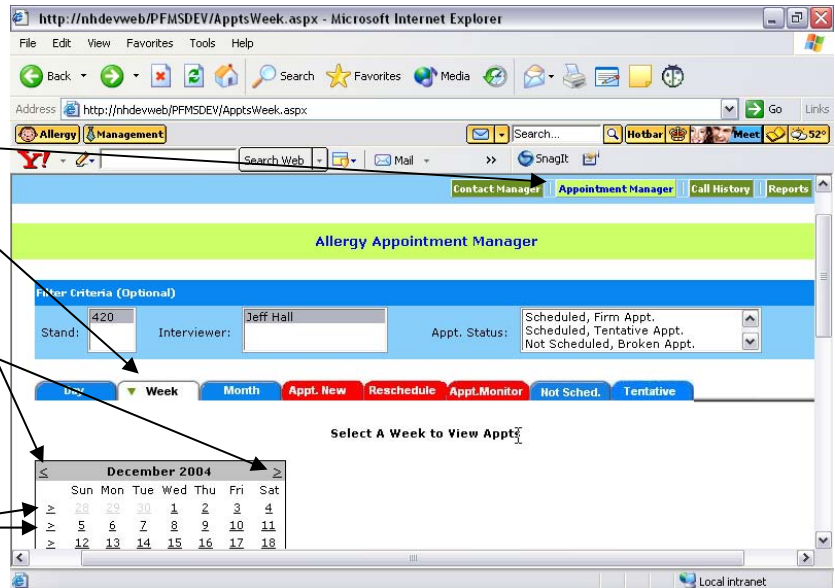
5. The appointments for that date will appear to the right of the calendar.



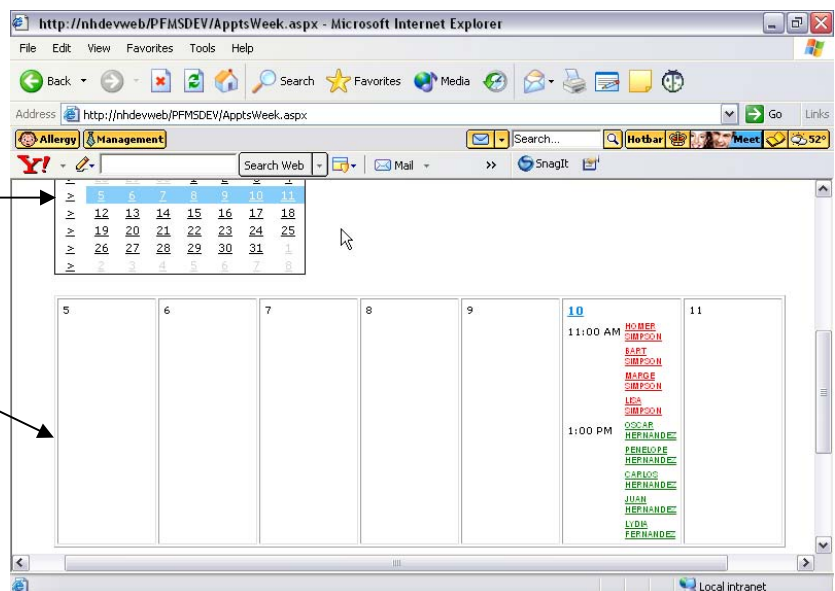
4.4 Viewing Your Appointments Using the Week Tab

The week tab can be used to view all of your appointments for a given week, however, less detail appears on the week tab than on the day tab. On the week tab you will only see the appointment times and the names of the SPs in the family appointed to that time slot. The names will appear in different colors indicating the appointment status. Green = scheduled, firm appointment; Black = scheduled, tentative appointment; Red = not scheduled, broken appointment; Blue = appointment completed; Brown = appointment final nonresponse. Clicking on an SP's underlined name will take you to the call history where you can enter a call record or reschedule the appointment.

1. Click on the Appointment Manager button at the top of the screen.
2. Click on the "Week" tab.
3. Select the appropriate month by clicking on the \leq or \geq symbol on either side of the current month on the calendar.
4. Select the week for which you would like to view appointments by clicking on the \geq next to the appropriate week.



5. The appointments for that week will appear under the calendar.

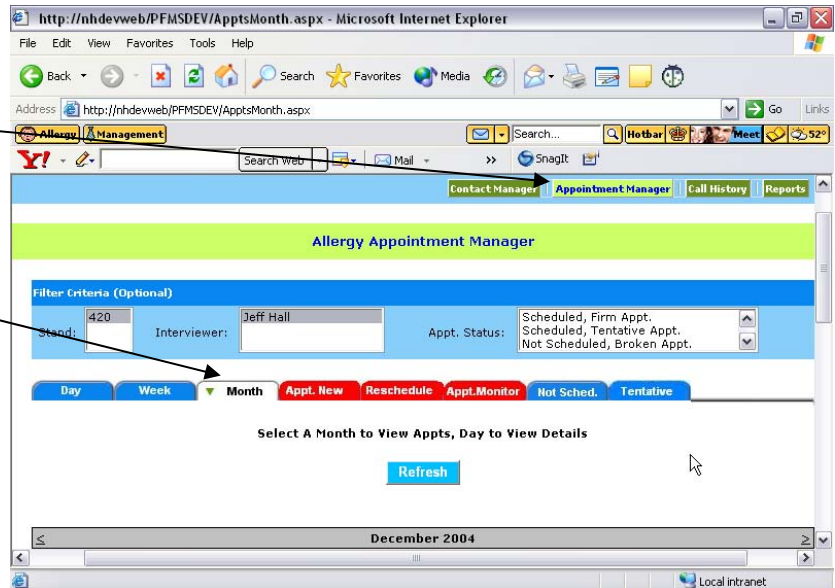


4.5 Viewing Your Appointments Using the Month Tab

The month tab can be used to view all of your appointments for a given month. As with the week tab, the month tab only shows the appointment times and the names of the SPs in the family appointed to that time slot. The names will appear in different colors indicating the appointment status. Green = scheduled, firm appointment; Black = scheduled, tentative appointment; Red = not scheduled, broken appointment; Blue = appointment completed; Brown = appointment final nonresponse. Clicking on an SP's underlined name will take you to the call history where you can enter a call record or reschedule the appointment.

1. Click on the Appointment Manager button at the top of the screen.

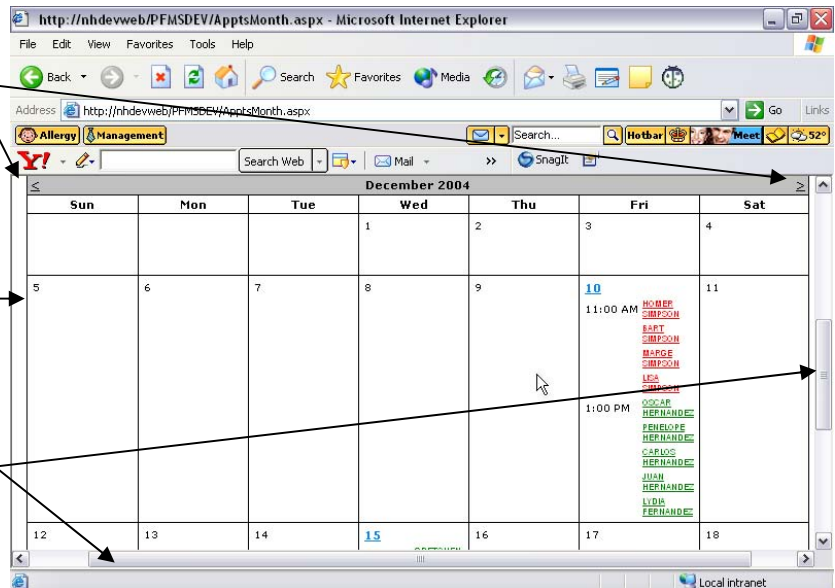
2. Click on the "Month" tab.



3. Select the appropriate month by clicking on the \leq or \geq symbol on either side of the current month on the calendar.

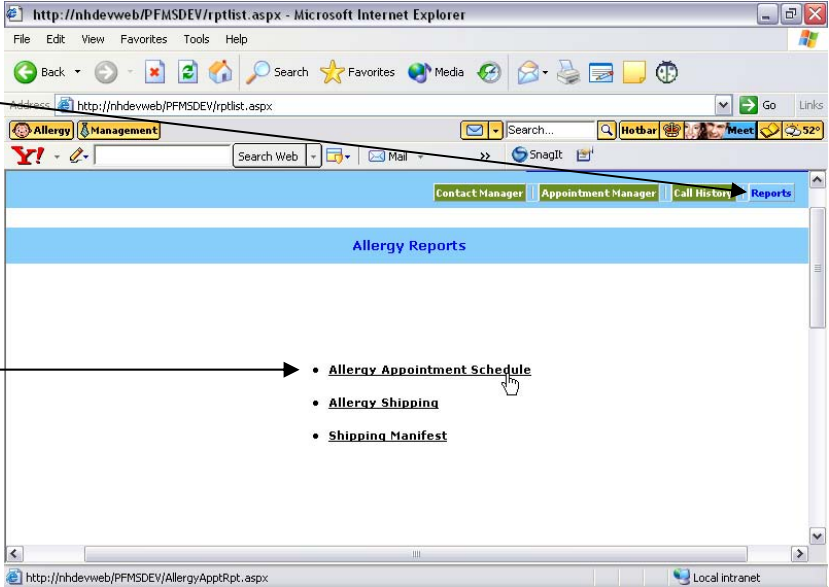

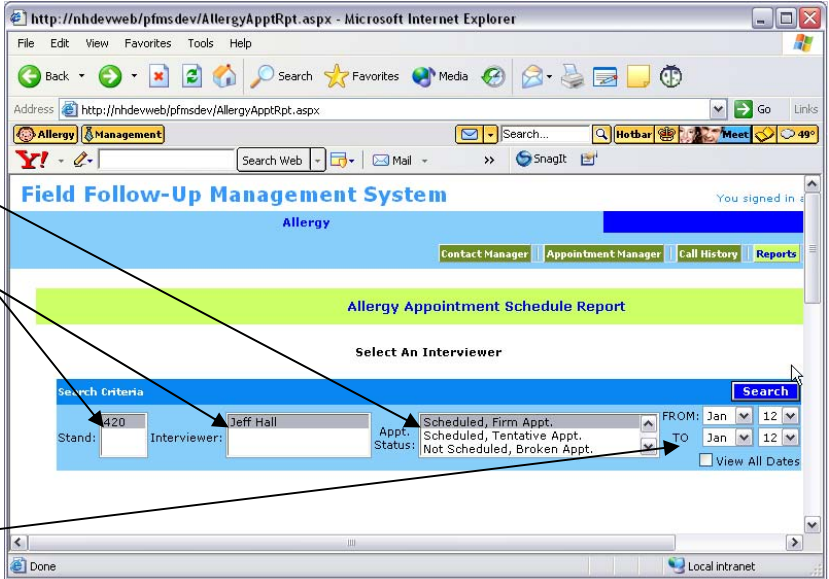
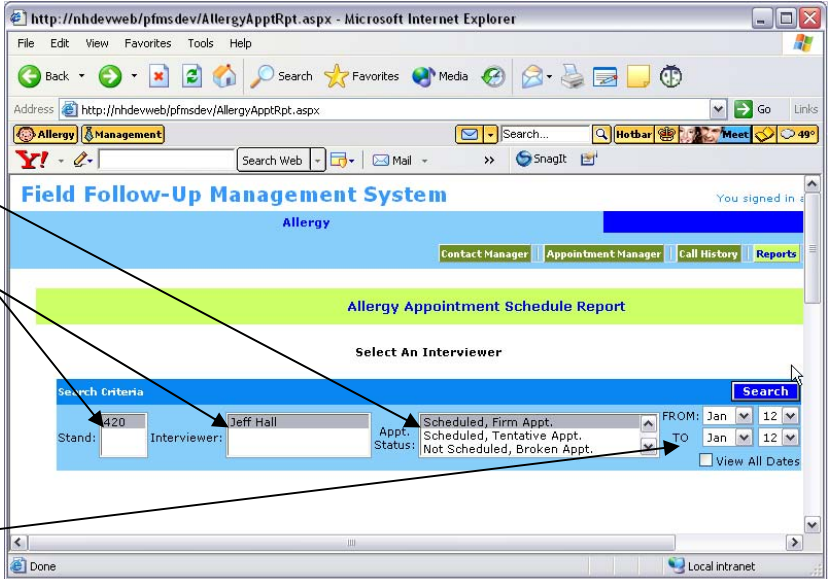
4. A full calendar will appear showing you all of your appointments. They are color coded by appointment status (see the key at the bottom of the screen).

5. Due to the size of this screen, you will have to use the scrollbar to view the entire calendar.



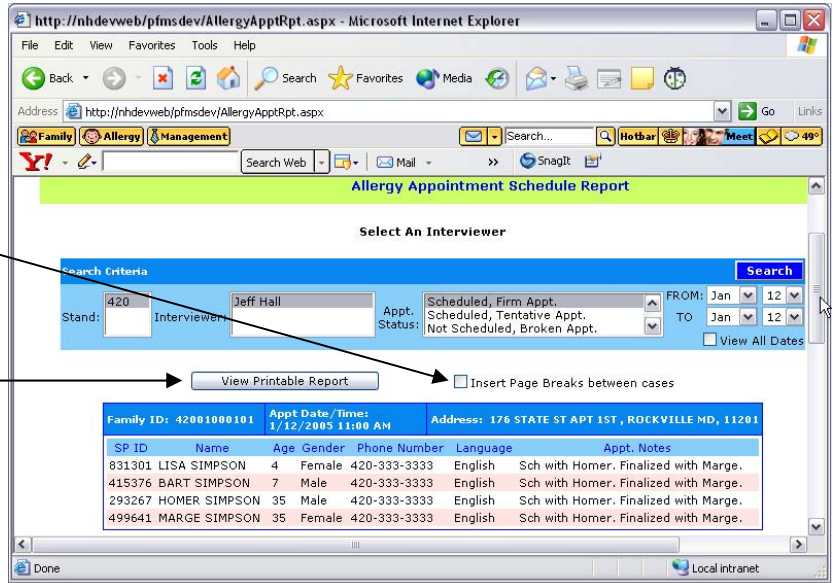
4.6 Viewing and Printing the Allergy Appointment Schedule

The allergy appointment schedule will be the tool you use most often to view your appointments. This is a very useful tool because it is the best complete source of information for your cases. For each case (family), this report displays the eleven digit family ID, the appointment date and time and the address. For each SP in the family, the report displays the six digit SP ID, name, age, gender, phone number, language in which the phone interview was conducted, along with any appointment notes made by the phone interviewer. It can be filtered by appointment status and date, allowing you a wide range of flexibility when viewing your cases. You can view appointments for any date range you specify or you can view all dates. The report can be printed as it appears on the screen or it can be printed with page breaks so that each case prints on it's own page allowing you to place it in the appropriate Allergen Contact Folder. You will also use this report to view your broken appointments.

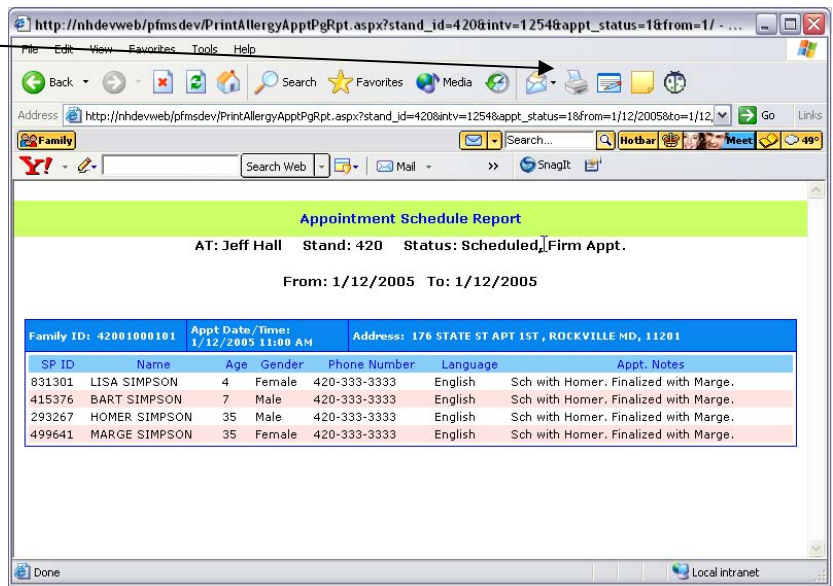
1. Click on the reports button at the top right of the screen.

2. Click on "Allergy Appointment Schedule."

3. Select the appointment status you would like to search by. Make sure the stand number and your name are highlighted.

4. Select a date range by using the drop down arrows or place a check in the view all dates box to search all dates.


5. Place a check in the “Insert page breaks between cases” box if you would like to print one case per page.

6. To print the report, click on the view printable report button.



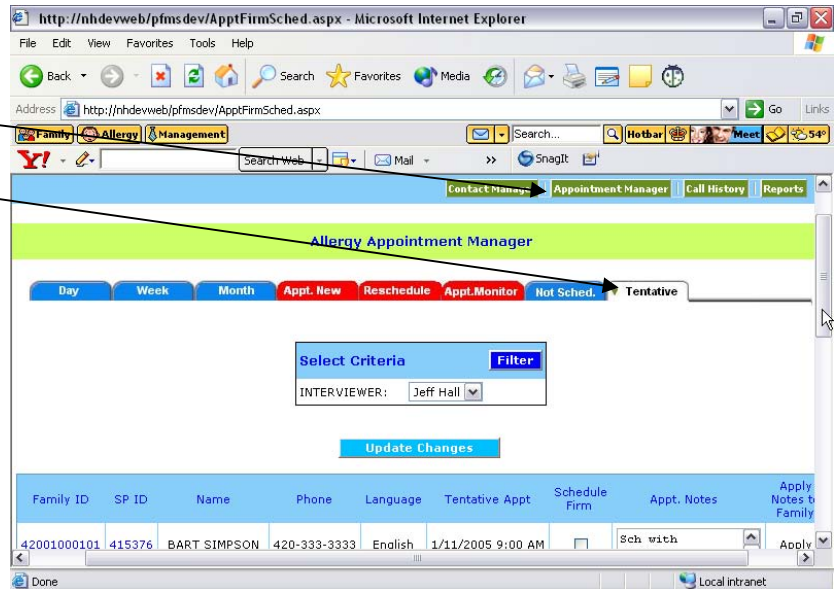
7. Print the report using the printer button on the tool bar.



4.7 Finalizing Tentative Appointments

Most of your appointments will be made for you by the phone interviewer who conducts the dietary phone followup. These are known as “tentative” appointments and will be made for a two hour block on a specific day. It is your responsibility to contact the family a couple of days before the appointment and finalize or “firm up” the appointment. During this call, you will introduce yourself, briefly explain what you will be doing, and arrange for a more exact time to arrive depending on your schedule and the families schedule. You will use the script from page one of the Allergen Contact Folder to do this.

1. Click on the Appointment Manager button at the top of the screen.
2. Click on the tentative tab on the far right of the screen.



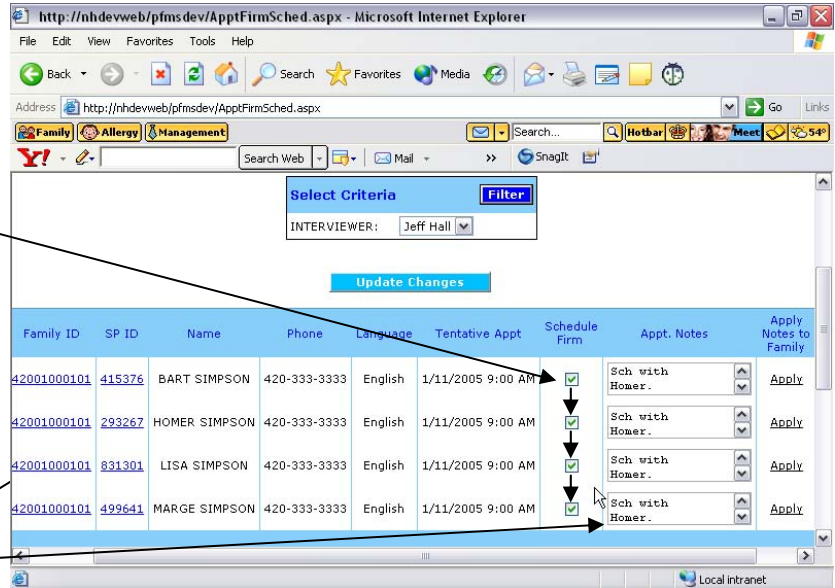
3. Read the script for scheduling firm appointments from the front of the Allergen Contact Folder.

4. Once the appointment has been finalized, place a check under the “Schedule Firm” column in the box beside each SP in the family.

5. Under the appointment notes column, note with whom you made the final appointment and what time you are to arrive (if different from the start of the appointment block). If the note applies to the entire family, click “Apply” under the “Apply notes to family” column.

6. Click the “update changes” button.

7. The tentative appointment will be removed from the initial tab and the status will change to “Scheduled, Firm Appt.” under the day, week, or month tab.



4.8 Scheduling Tentative Appointments for “Not Scheduled” Cases

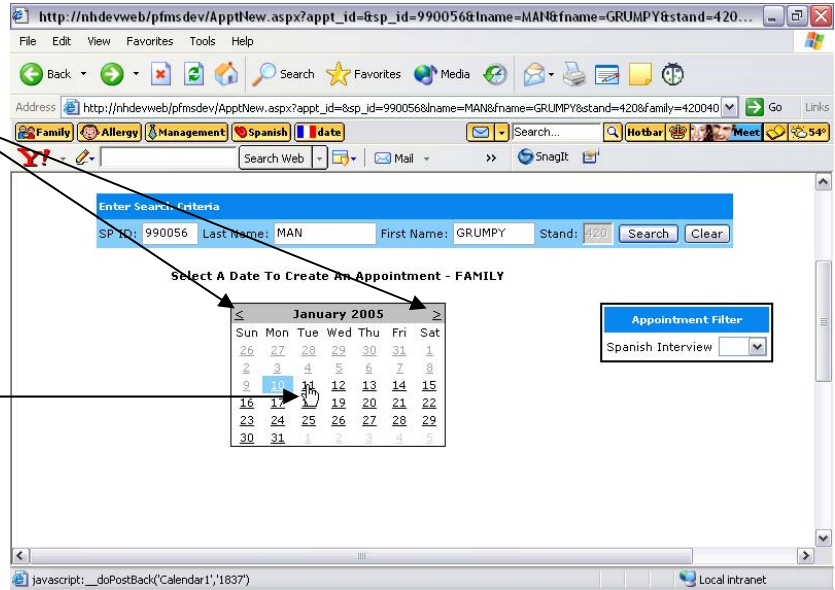
While most of your cases will be appointed by the dietary phone interviewers, some will not. This can happen for a variety of reasons such as the family does not have a phone, the family refuses the phone followup interview or the family refuses the allergen dust collection when it was presented by the dietary phone interviewer. Regardless of the reason, these cases will appear on your list of not scheduled cases located on the “not scheduled” tab. Not all of the cases on this list are available to you. **You are only allowed to attempt to schedule an appointment for a case on the not scheduled list if it is allergen eligible. Cases that are allergen eligible are identified by an asterisk (*) in the A/E column. You should never contact anyone from the not scheduled list without first discussing it with your supervisor.** For these cases, it will be your responsibility to schedule the tentative appointment as well as finalizing them a couple of days prior to the appointment. During this call you will explain a little more about the process since this will be the first time they are being contacted about the allergen study. You will use the script from page one of the Allergen Contact Folder to do this.

1. Click on the appointment manager button at the top of the screen.
2. Access your list of “not scheduled” appointments by clicking on the Not Scheduled tab.
3. Contact the family and read the script for scheduling tentative appointments from the front of the Allergen Contact Folder.
4. Click on the blue underlined family ID of the family for which you would like to schedule an tentative appointment. NOTE: Clicking on the blue underlined SP ID will schedule only that SP and NOT the entire family.

Family ID	SP ID	Language	Name	Age	Phone	Dietary Appt.	Dietary Status	A/E	Address
<u>42004000101</u>	1 990056		GRUMPY MAN	75				*	552 LINCOLN ROCKVILLE MD,
42007000101	1 422124	English	GERALD POPE	42			Appt. Final-Non-Response	*	880 STERLING ROCKVILLE MD,
42007000101	1 439820	English	GINA POPE	40			Appt. Final-Non-Response	*	880 STERLING ROCKVILLE MD,

5. Select the appropriate month by clicking on either the \leq or \geq symbol on either side of the current month.

6. Click on the date within the calendar that you would like to schedule the appointment.

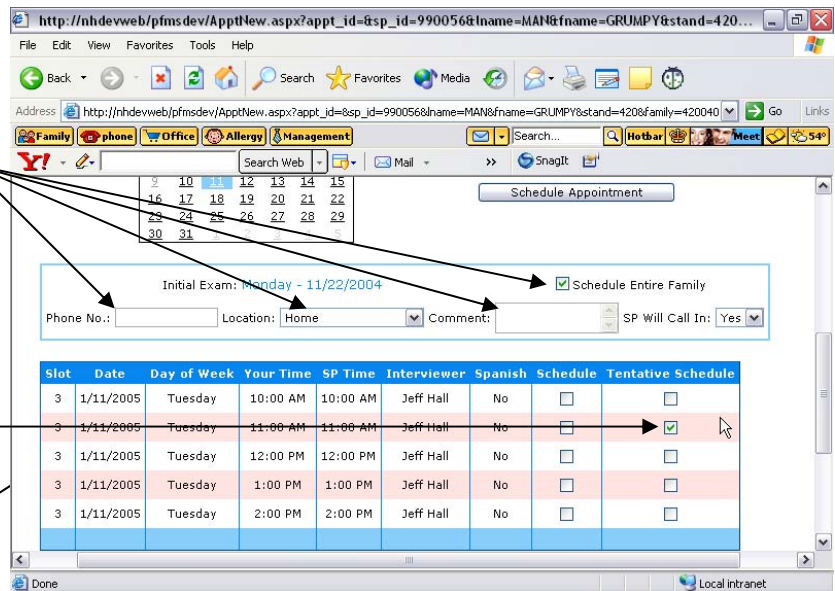


7. Update the phone number, location of that phone and comments if necessary. Make sure the “Schedule Entire Family” box has a check in it.

8. Scroll down to the list of available appointments and place a check in the tentative schedule box beside the appropriate appointment.

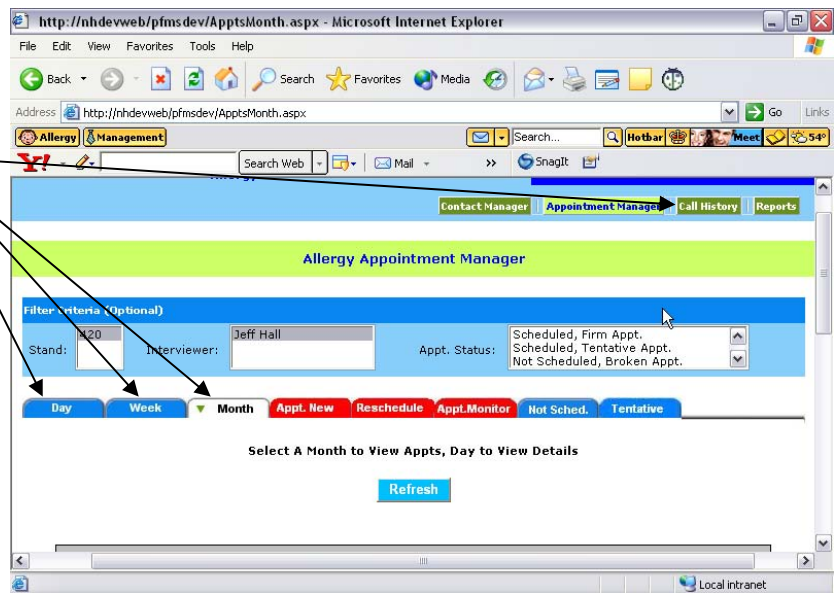
9. If you are ready to schedule the appointment, scroll back up and click on the schedule appointment button.

10. The appointment can now be viewed on the Day, Week or Month tab.

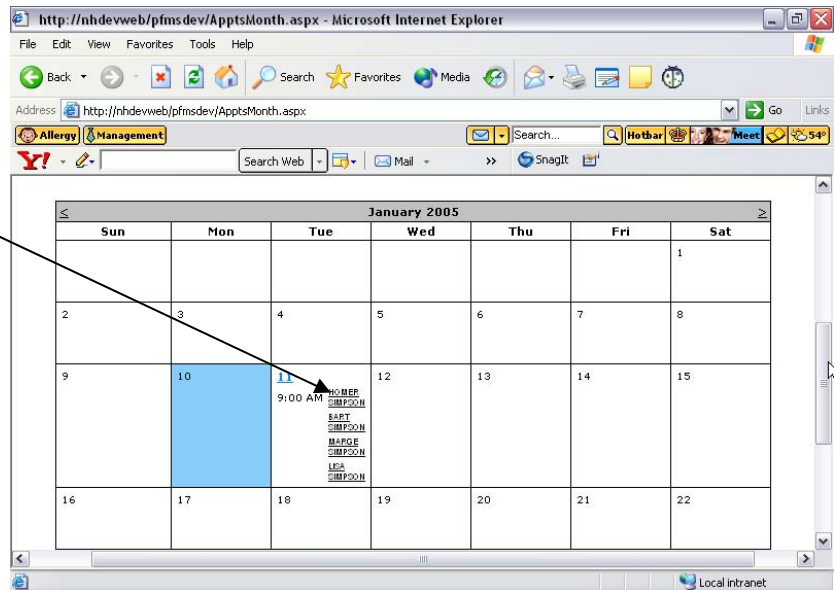


4.9 Rescheduling Appointments for Cases Already on the Schedule

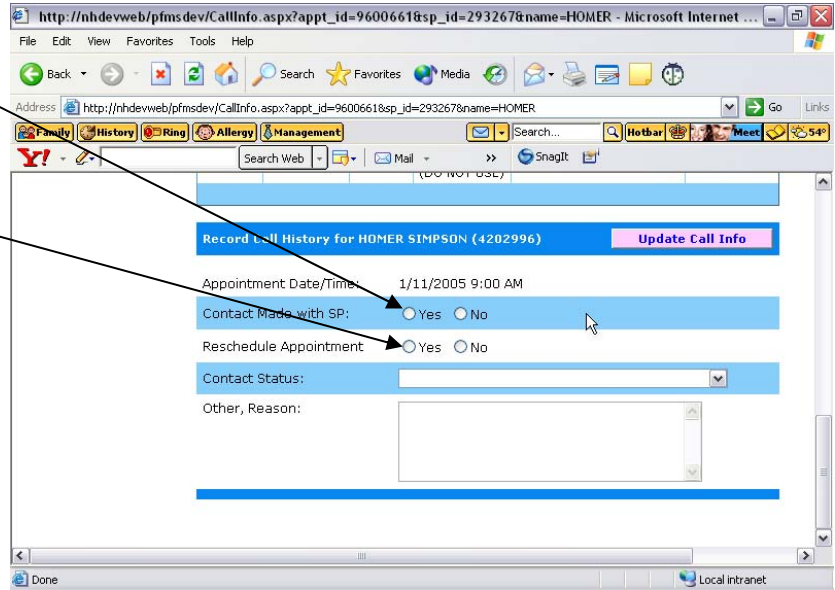
1. View the appointment you wish to reschedule on the Day, Week, or Month tab, or search for the appointment under Call History.



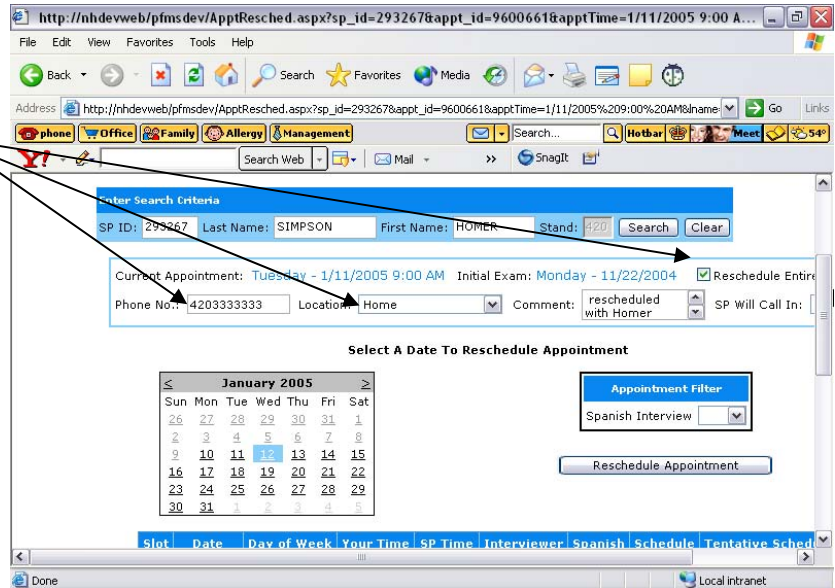
2. Click on the underlined name of any SP in the family.



3. Click “Yes,” contact made with SP.
4. Click “Yes,” reschedule appointment.



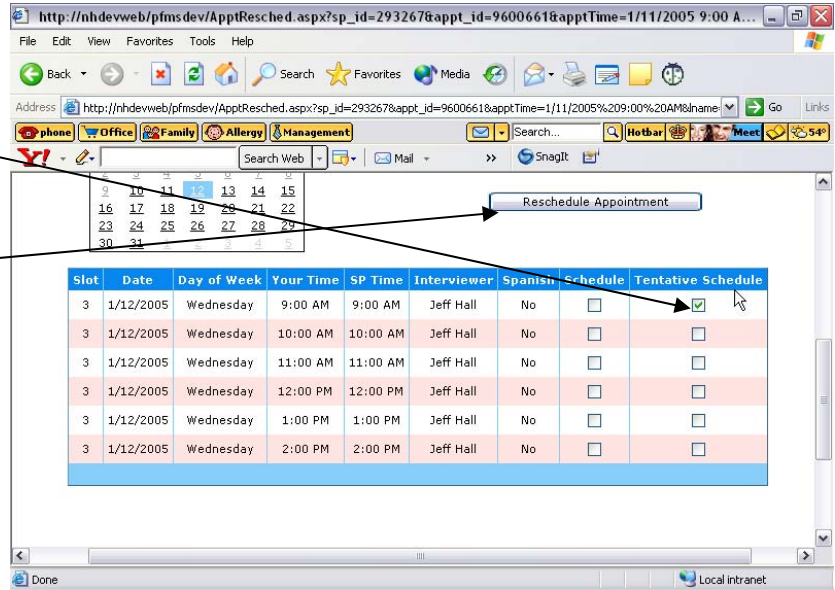
5. Update the phone number, location of that phone and comments if necessary. Make sure the “Reschedule Entire Family” box is checked.



6. Scroll down to the list of available appointments and place a check in the tentative schedule box beside the appropriate appointment.

7. If you are ready to reschedule the appointment, scroll back up and click the reschedule appointment button.

8. The rescheduled appointment can now be viewed on the Day, Week, or Month tab.

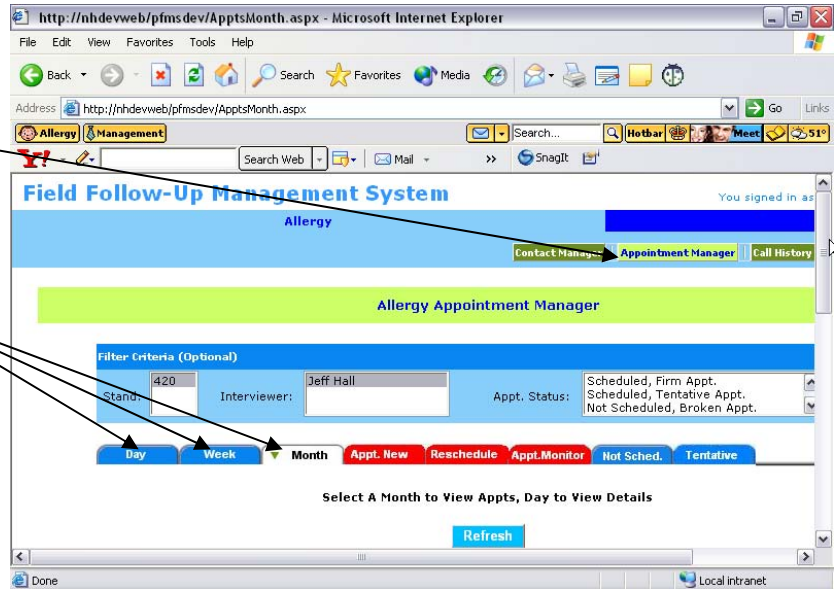


4.10 Call History

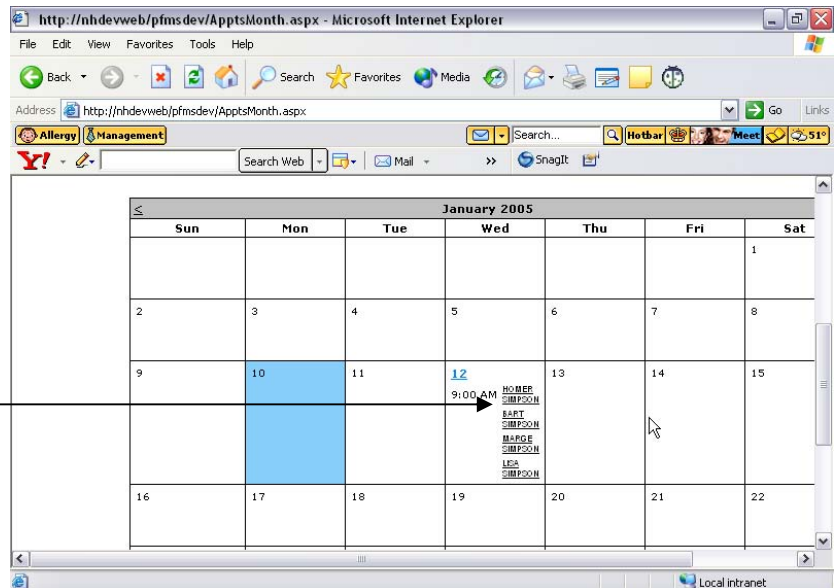
The Call History is used to record the results of your contact attempts and to reschedule appointments. There are two ways to view and make entries on the call history. The first and easiest way is to click on the underlined name of one of the SPs in the family while viewing your appointments in the day, week or month view. This option works only if the appointment is on the schedule and only if you have some information about the appointment such as the date and time.

OPTION #1

1. Click on the Appointment Manager button on the top of the screen.
2. Click on the Day, Week, or Month tab.



3. Find the case you are looking for by selecting the appropriate day, week, or month and click on the underlined name of one of the SPs in the family.



4. Scroll down about halfway to view the call histories that have been entered for the case.

Attempt No.	Date/Time	Contact Made	Contact Status	Other, Reason	Rescheduled
1	12/1/2004 1:59 PM	Yes	Appt. Rescheduled (DO NOT USE)		Yes
2	12/1/2004 2:47 PM	No	No one home for firm appt.		
3	12/3/2004 2:38 PM	Yes	Appt. Rescheduled (DO NOT USE)		Yes
4	12/3/2004 4:36 PM	No	No one home for firm appt.		
5	1/10/2005 4:22 PM	Yes	Appt. Rescheduled (DO NOT USE)		Yes
6	1/10/2005 5:11 PM	Yes	Appt. Rescheduled (DO NOT USE)		Yes

5. Answer the two yes or no questions appropriately. If you answer "Yes" to the second question, you will automatically proceed to reschedule the appointment.

Record Call History for HOMER SIMPSON (4202996) [Update Call Info](#)

Appointment Date/Time: 1/12/2005 9:00 AM

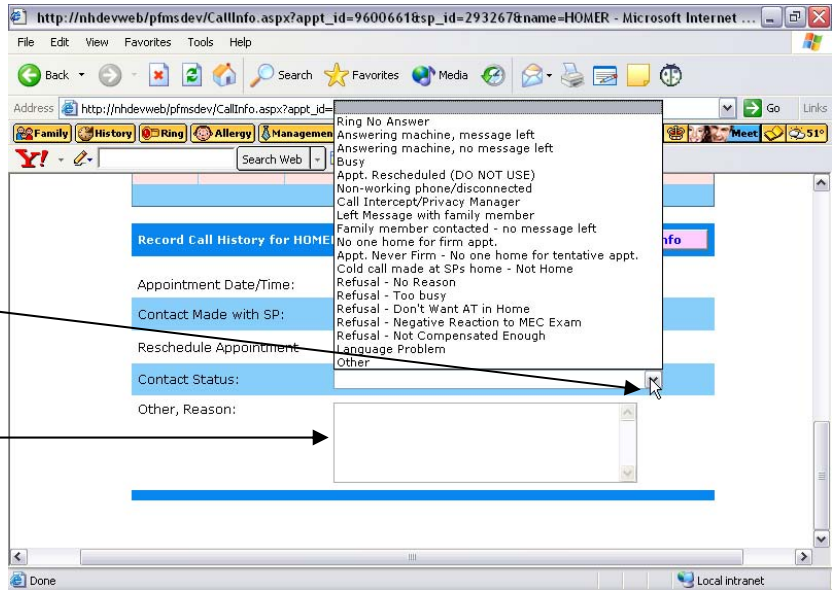
Contact Made with SP: Yes No

Reschedule Appointment: Yes No

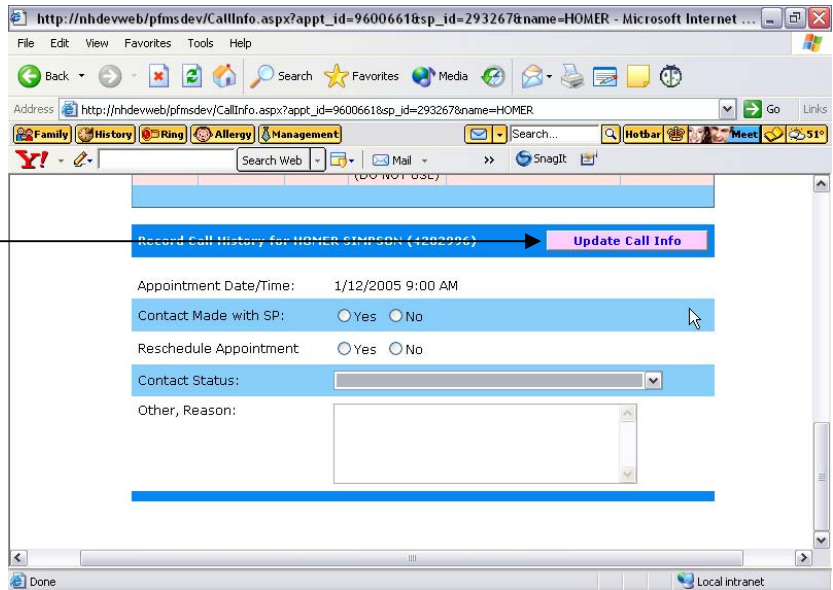
Contact Status:

Other, Reason:

6. If you answer “No” to the second question, you must select a result code from the drop-down menu. Click on the down arrow and select the appropriate code.
7. If you selected a result code of other, you need to type a reason into the text field provided.



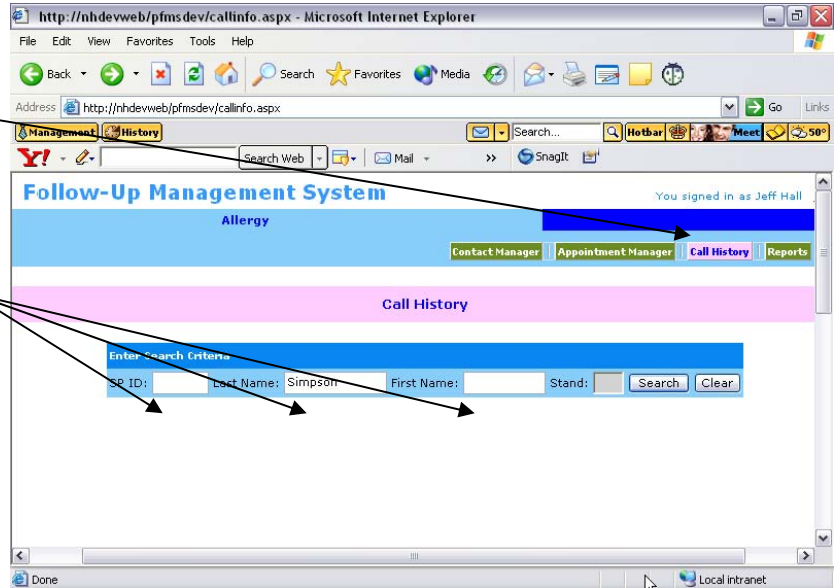
8. Click on the pink “Update call info” button.



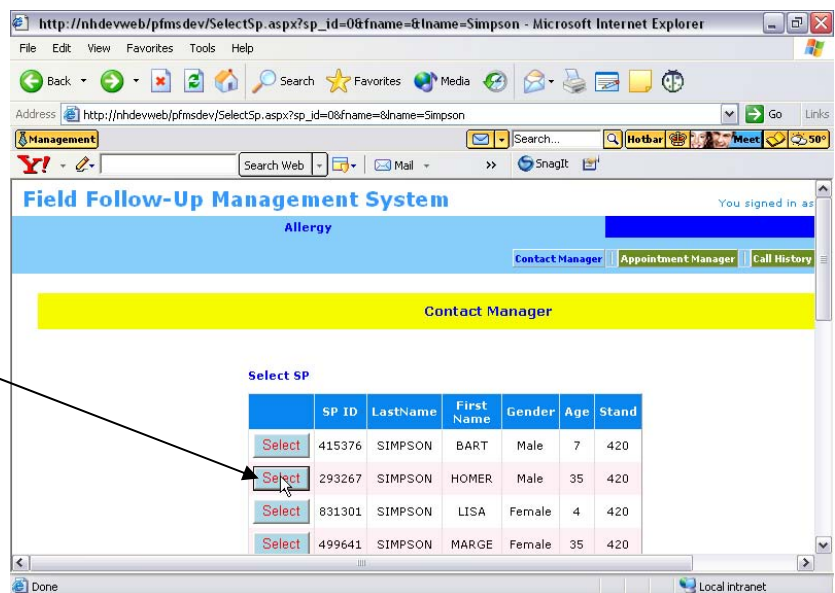
The second way to view and make entries on the call history is through the call history button at the top right of the screen. This allows you to search for a case using the SP ID, first name or last name of any SP in the family.

OPTION #2

1. Click on the Call History button at the top right of the screen.
2. Enter the SP ID, last name or first name or any combination of the three for any SP in the family and click on search.



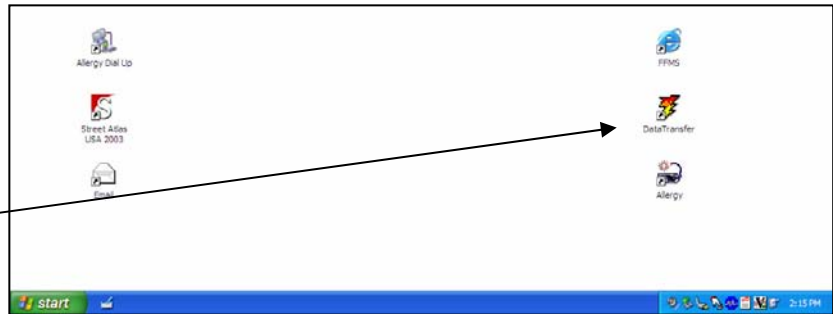
3. The FFMS will display a selection screen with all of the SPs who match your search criteria. Click the select button next to the SP for whom you would like to view the call history. Be very careful to pick the correct SP. Always check to see that the stand number is correct.
4. Follow steps 4 through 8 under option #1.



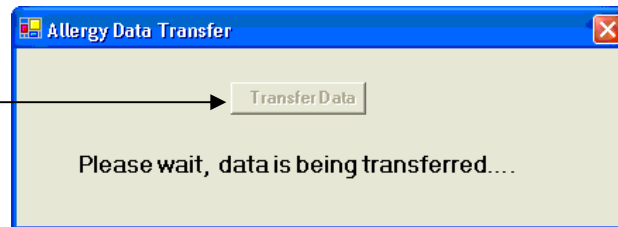
4.11 Performing a Data Transfer

You are required to perform a data transfer every day. This allows you to view your most current list of appointments and also allows your completed work to be sent to the home office. You may do this in the evening when you have finished working for the day, or in the morning before you begin working. On the days that you have a conference with your supervisor, you must data transfer immediately before this conference.

1. Place your laptop in the docking station.
2. Follow the dialup instructions located in your Tablet PC Basics manual.
3. Double tap on the Data Transfer icon on your desktop.



4. The following window will appear. Click on the Transfer Data button.
5. A message box indicating whether data has been uploaded and/or downloaded will appear. This window will close automatically.



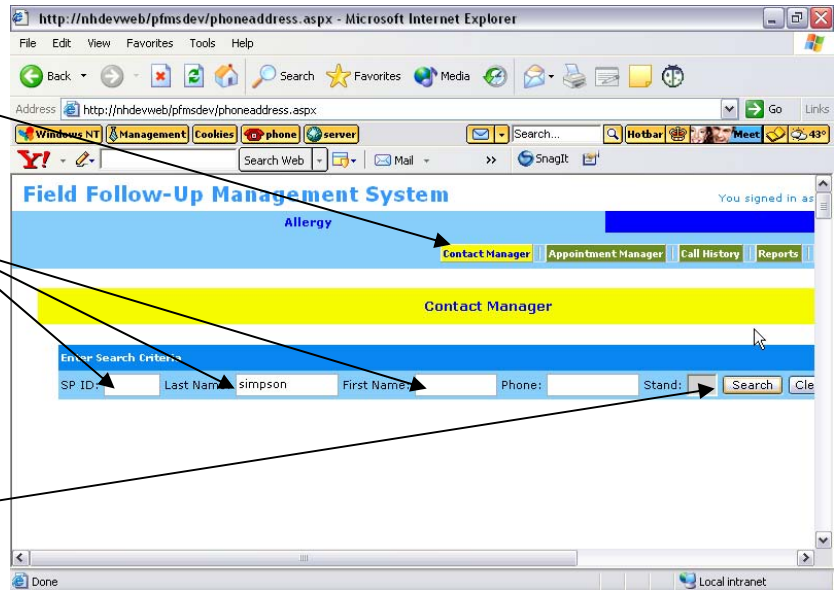
4.12 Contact Manager – Viewing and Changing Addresses

The contact manager allows you to view and change the current phone number, street address and mailing address for your cases. You can search by SP ID, last name, first name or phone number or a combination of any of the four.

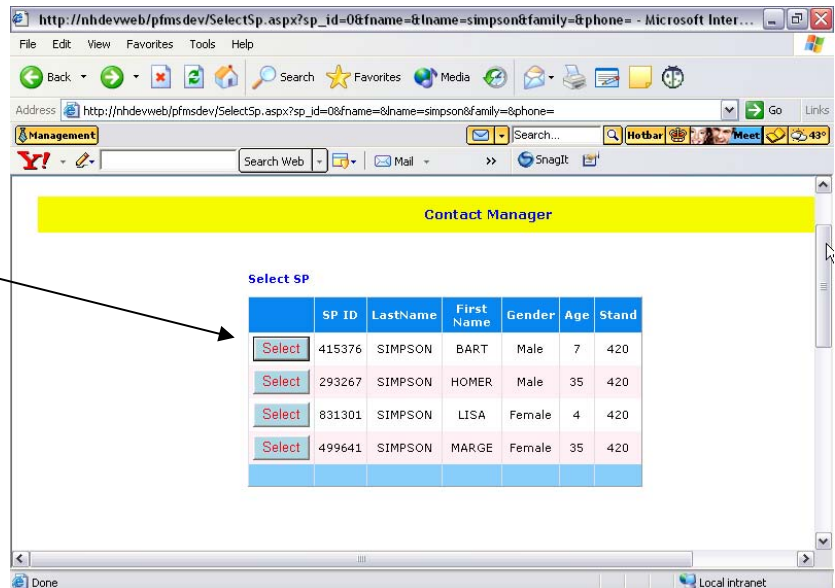
1. Click on the Contact Manager button.

2. To enter search criteria, simply place your cursor in the appropriate white box and begin typing.

3. Click the “Search” button.



4. Select the SP that belongs to the case for which you wish to view the contact information.



5. The contact information for that case will be displayed.

NOTE: If a stand is still in progress or active, you will be instructed to contact the FO with any updates. If the stand has closed, you will be allowed to update the information yourself.

Stand is still active, contact your Field Office for problems with this information. : (800)732-7623

Exam Information

Exam Date:	11/22/2004 1:25 PM	Spanish Exam:	Yes
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Phone Information for BART SIMPSON

Phone Number	Phone Ext.	Phone Type
(420)333-3333	00000	Home

Address Information for BART SIMPSON

Address Type	Street Address	City	State	Zip
Mailing	176 STATE ST APT 1ST	ROCKVILLE	MD	11201

5. ALLERGEN DUST COLLECTION PROCEDURES IN THE HOME

5.1 Identification of Appropriate Respondent

When first arriving at the home, you should identify a responsible NHANES adult family member 18 years or older with whom to conduct the collection process (respondent). This typically will be the person with whom the appointment was made (who you talked to on the phone) and who gave consent for the allergen sampling. However, this could be another NHANES adult in the family either identified during your call to the family to finalize the appointment, or another NHANES adult present at the time of the home visit. This should be the same person who receives the remuneration check when sampling is complete.

5.2 Obtaining Consent

Prior to the collection of the dust sample, you must give the Allergen Dust Collection Informed Consent form (Exhibit 5-1) to a responsible adult family member, the respondent, and obtain their written consent. You must ask the respondent to read the form before signing it. If you suspect the respondent cannot read, you should ask if they would like you to read the consent form out loud to them. The form must be signed by a responsible adult who is 18 years old or older, preferably one of the heads of household. If the only SPs to be sampled are children under 18, the responsible adult should be one of the parents or guardians of the children unless the children are independent minors. Independent minors are children who live alone or only with others who are under 18 years old. The respondent must then sign the consent form before the process can begin. Once signed, you will give the responsible adult the bottom, or pink copy, of the signed consent form. In addition, the respondent should be given a copy of the Indoor Allergens brochure (Exhibit 5-2).

The consent form informs the respondent about the specific procedures used to collect the samples and explains the general purpose of the allergen dust collection procedures.

The goal of the Indoor Allergens brochure is to give the respondent information about how to reduce the levels of allergens in the home.

Exhibit 5-1. Allergen Dust Collection Informed Consent form

**NATIONAL HEALTH AND NUTRITION EXAMINATION SURVEY
ALLERGEN DUST COLLECTION INFORMED CONSENT**

Print Name Adult Respondent _____
First Middle Last

TO BE READ TO RESPONDENT IF NECESSARY

The technician will collect a dust sample for each person in your family seen in our mobile exam center. A small area of the floor and bed in the room where each person sleeps will be vacuumed. We would like your permission to enter each bedroom. If possible, we would like you or another adult in your house to watch during the dust collection.

The purpose of the study is to learn more about household dust and allergies. We will give you a brochure on how you can reduce allergy levels in your home.

I have been informed about the purpose and procedure of the allergy dust collection and agree to have the technician collect the samples in the bedrooms or sleeping areas of my home. I also understand that I have the right to watch this procedure. My participation is voluntary.

SIGNATURE OF RESPONDENT

DATE

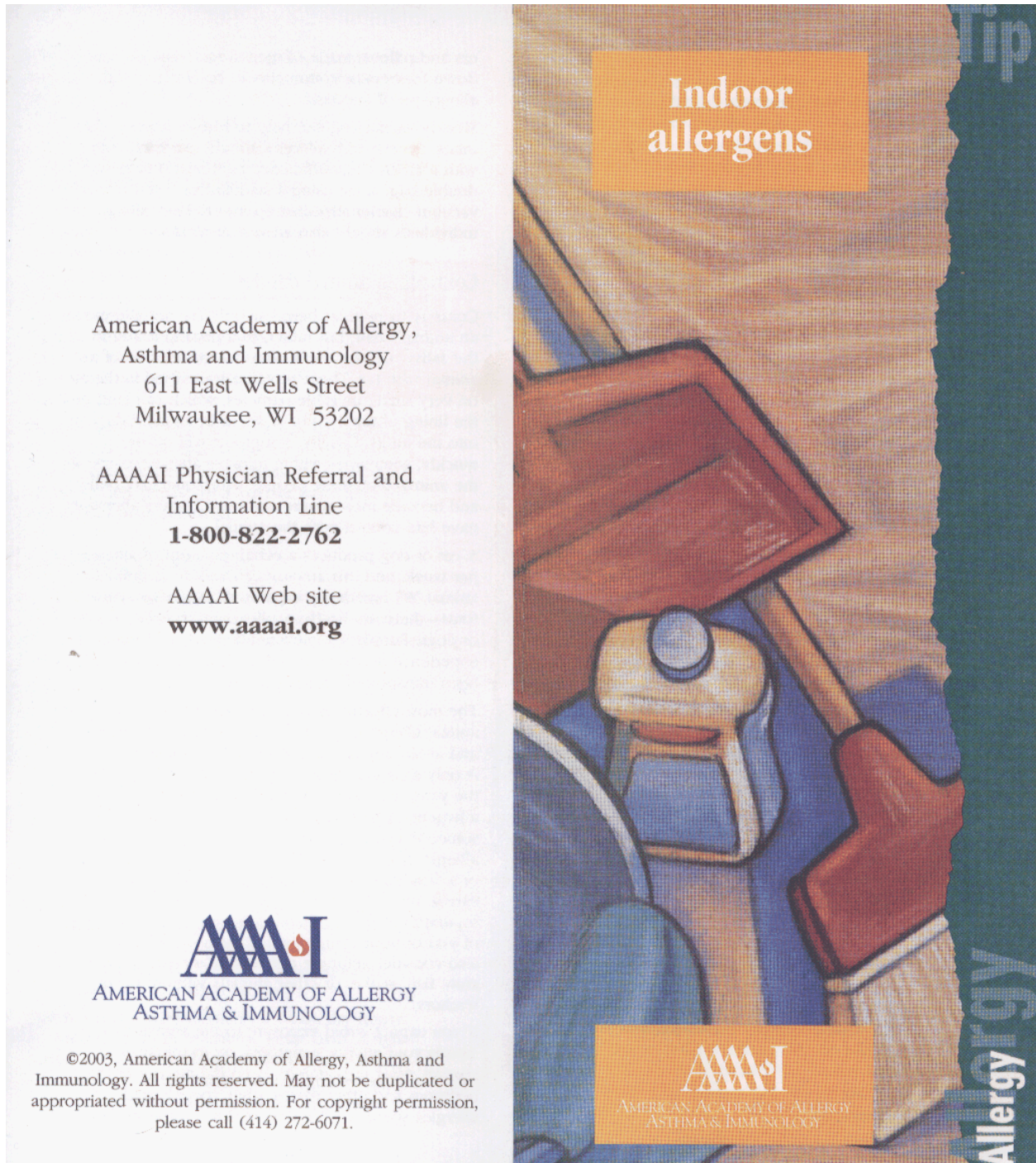
NOTE IF ALL SPs ARE LESS THAN 18 YEARS OLD RESPONDENT SHOULD BE PARENT OR GUARDIAN

SIGNATURE OF INTERVIEWER

DATE

_____-_____-_____-_____-_____
FAMILY ID

Exhibit 5-2. Indoor Allergens Brochure



American Academy of Allergy,
Asthma and Immunology
611 East Wells Street
Milwaukee, WI 53202

AAAAI Physician Referral and
Information Line
1-800-822-2762

AAAAI Web site
www.aaaai.org



AMERICAN ACADEMY OF ALLERGY
ASTHMA & IMMUNOLOGY

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please call (414) 272-6071.



AMERICAN ACADEMY OF ALLERGY
ASTHMA & IMMUNOLOGY

Exhibit 5-2. Indoor Allergens Brochure (continued)

Allergies are triggered by substances called allergens. Each year, millions of people suffer from seasonal allergy symptoms such as nose and sinus congestion, itchy, runny nose and itchy, watery eyes. However, many also suffer from perennial allergies, which result in symptoms throughout the year. Perennial allergies are triggered by indoor allergens, including house dust mite droppings, animal dander, cockroach droppings and indoor molds.

Controlling dust mites

House dust is composed of small particles of plant and animal material in the home. While this mix is not appealing to us, microscopic creatures called house dust mites thrive in it. The droppings of these mites are the most common trigger of perennial allergy and asthma symptoms.

Dust mites are found throughout the house, but they especially thrive in high humidity and in areas where human dander (dead skin flakes) is located.

To reduce dust mites, it is important to keep humidity below 50% throughout the home by using a dehumidifier or central or window air conditioning. Wall-to-wall carpeting should be removed as much as possible, especially if it is laid over concrete floors. Hardwood, tile or linoleum is better for people with allergies. Washable throw rugs may also be used if they are regularly washed in hot water or dry cleaned.

Because people spend more time in the bedroom than in any other room, it is essential to reduce mite levels there. Encase mattresses, box springs and pillows in airtight, zippered plastic or special allergen-proof fabric covers—all are available in many national stores. Bedding should also be washed weekly in hot water (130°F) and dried in a hot drier. For waterbeds, regularly wash the mattress pad on top of the bed. Comfort-

ers and pillows made of natural materials such as down feathers or cotton should be covered with allergy-proof encasings.

Weekly vacuuming can help to further remove dust mites. People with allergies should use a vacuum with a HEPA (high-efficiency particulate) filter or a double bag, since using a standard or water-filtered vacuum cleaner stirs dust up into the air. Allergic individuals should also wear dust masks.

Controlling animal dander

Contrary to popular belief, people are not allergic to an animal's hair, but rather, to a protein found in the saliva, dander (dead skin flakes) or urine of an animal with fur. These proteins are carried in the air on very small, invisible particles, which can land on the lining of the eyes or nose, or be inhaled directly into the lungs. Usually, symptoms will occur quickly, sometimes within minutes after exposure to the animal. For some people, symptoms may build and become most severe eight to 12 hours after they have had contact with the animal.

A cat or dog produces a certain amount of allergen per week, and this amount can vary from animal to animal. All breeds are capable of triggering symptoms—there are no “hypoallergenic” breeds of cats or dogs. People with severe allergies can even experience reactions in public places if dander has been transported on pet owners' clothing.

The most effective way to combat symptoms of animal allergy is to remove the pet from the home and avoid any contact. Keeping an animal outdoors is only a partial solution, since homes with pets in the yard still have higher concentrations of animal allergens. Before you get a pet, spend time with someone else's dog or cat to determine if you're allergic. If you already have an animal to which you or a family member is allergic, try to place it with a caring, non-allergic friend or relative. Although this separation can be difficult, it is best for the health of you or your allergic family member. You may also consider getting a pet such as a turtle, hermit crab, fish, snake, or other animals without fur or feathers.

If you cannot avoid exposure to the animal that causes your allergy symptoms, try to minimize contact. Most importantly, keep the pet out of the bedroom and other rooms where people with allergies spend a great deal of time. Some studies

Exhibit 5-2. Indoor Allergens Brochure (continued)

have demonstrated that bathing dogs or cats on a weekly basis may reduce the amount of allergens that are shed in the home. While dander and saliva are the source of cat and dog allergens, urine is the source of allergens from rabbits, hamsters and guinea pigs; ask a non-allergic family member to clean the animal's cage.

Vacuuming is not effective in decreasing animal allergens, because it does not clean the lower levels of the rug. In fact, it can stir up small allergen particles, which can also move right through the vacuum. Using a HEPA vacuum filter or double bags may help. As with dust mites, the best solution is to have a hardwood floor, tile or linoleum.

Replace bedding and carpeting that has animal dander in it. It can take weeks or months for fabrics to come clean of allergens, and animal allergens may persist for a year or more after the animal has been removed.

Controlling cockroaches

Cockroaches have been around for more than 300 million years. Most live in warm, tropical climates, but various species dwell in the offices and homes of humans.

Cockroaches are not just an unwelcome visitor in the home—a protein in their droppings is a primary trigger of asthma symptoms, especially for children living in densely populated, urban neighborhoods. To reduce asthma symptoms, it is important to eliminate cockroaches.

Block areas where roaches could enter the home, including crevices, wall cracks, windows, woodwork or floor gaps, cellar and outside doors and drains. Cockroaches need water to survive and thrive in high humidity, so make sure to fix and seal all leaky faucets and pipes. You may also want to have a trained exterminator go through the house when your family and pets are gone to eliminate any remaining roaches.

Roaches feel less welcome in a clean, dry house. To keep them from returning, keep food in tight-lidded containers and put pet food dishes away after they are done eating. Vacuum and sweep the floor after meals, and take out garbage and

recyclables frequently. Use lidded garbage containers in the kitchen. Wash dishes immediately after use in hot, soapy water, and clean under stoves, refrigerators or toasters where loose crumbs can accumulate. Wipe off the stove top and clean other kitchen surfaces and cupboards regularly.

Controlling indoor molds

Indoor molds and mildew thrive in areas of the house with increased humidity, such as damp basements and bathroom windows. These molds send out small spores that can trigger allergy symptoms.

Fortunately, indoor molds and mildew are easily eliminated once you discover them. Use a cleaning solution containing 5% bleach and a small amount of detergent. If mold or mildew are visible in carpeting or wallpaper, remove these items from the house. Also, promptly repair and seal leaking roofs or pipes. Never put carpeting on concrete or damp floors, and avoid storing clothes, papers or other items in damp areas.

Using dehumidifiers in damp basements may be helpful, but they generally cannot control humidity throughout the house. Empty the water in dehumidifiers and clean units regularly to prevent mildew from forming. All rooms, especially basements, bathrooms and kitchens, require ventilation and consistent cleaning to deter mold and mildew growth.

Additional tips

Although you may be tempted to "air out" indoor allergens from the home, opening the windows can bring outdoor allergens such as pollen and mold spores into the house. Instead, use air conditioning to clean, recirculate and dehumidify the air in the home.

You may also consider using in-home air filters, many of which can be used in conjunction with existing forced air cooling and heating systems. These include HEPA filtering systems; mechanical

continued...

Indoor allergens

Exhibit 5-2. Indoor Allergens Brochure (continued)

filters with standard disposable fiberglass filters that should be changed monthly; permanent air filters with baffles that should be cleaned periodically; and electrostatic filters that utilize the natural electrostatic properties of polypropylene and polyester to clean the air. The filters' plates should be cleaned frequently, or they may produce irritating ozone. Keep in mind that although air filters and devices may be popular, none have been scientifically proven to remove allergens and decrease allergy or asthma symptoms. Similarly, having air ducts cleaned, an expensive procedure, has not been shown to be effective in reducing respiratory symptoms. It is more effective to implement environmental control measures to reduce allergens.

Those with allergies and asthma should also avoid airborne irritants, including tobacco smoke, aerosols, paint, perfumes, cleaning products or other strong odors or fumes.

Allergy treatment

Indoor environmental control measures should focus on sites where allergens accumulate. By taking a thorough history and performing allergy tests, if needed, your allergist/immunologist can help you determine which indoor allergens provoke your symptoms. Environmental control measures differ for dust mites, animal allergens, cockroaches and molds. To relieve your symptoms, your allergist/immunologist may also prescribe appropriate medications, such as antihistamines, decongestants or asthma medications, and allergy vaccine therapy.

Making changes to your indoor environment can take some time. To begin, you may want to write down a priority list. Progressive changes will produce an indoor environment that is less allergenic, easier to clean, and healthier for the whole family.

Your allergist/immunologist can provide you with more information on indoor allergens and environmental controls.

Indoor allergens



***Tips to Remember* are created by the Public Education Committee of the American Academy of Allergy, Asthma and Immunology.**

The content of this brochure is for informational purposes only. It is not intended to replace evaluation by a physician. If you have questions or medical concerns, please contact your allergist/immunologist.

To comply with the consent form process, the Allergen Dust Collection Informed Consent form and the Indoor Allergens brochure should be handed to the respondent. At the same time, perform the following:

- Print the full name of the respondent in the space provided.
- Ask the respondent to read the script printed at the top of the consent form. If needed, read it out loud.
- Ask the respondent to sign his or her full name and enter the date on the appropriate line.
- Sign your name on the line entitled “Signature of Interviewer” and enter the date.
- Record the 11-digit household/family ID number.

5.3 Gaining Cooperation and Answering Frequently Asked Questions

To gain cooperation for the allergen dust collection, you must be prepared to address the respondent’s concerns effectively. Therefore, be sure to familiarize yourself with the goals of the allergen component, the procedures in this chapter, the Indoor Allergens brochure, and the answers provided to some of the most frequently asked questions listed below.

Q1: What will the technician do? What is this all about?

A1: A trained technician from our office will come to your home to collect a dust sample. She will collect one sample for each person in your family who was examined in the mobile examination center. To collect the sample, she will vacuum a small area of the floor and bed where each person sleeps. The dust collection takes approximately 15 minutes per room. Your family will receive \$50 for your participation.

Q2: Why are you conducting this study? What is an allergen?

A2: The purpose of our visit is to understand more about common allergies that are found in dust inside homes. The dust sample will be sent to a laboratory where it will be measured for indoor allergens. Allergens are substances that can cause allergic reactions in people. We will be studying the relationship between these substances and asthma. Asthma is a disease that affects the lungs. Even though no one in your home may have asthma, studying these substances in homes like yours will help us to learn more about what causes asthma.

Q3: Will I receive the results from this study?

A3: We will give you results for five common household allergens – dog, cat, dust mite, cockroach, and mouse. It is not known what levels of the other allergens may cause problems. We will also give you some written information on household allergens.

Q4: You don't want me in your survey; I don't have asthma or allergies.

A4: We are studying all types of homes in this study. We must survey both homes with asthmatics and homes without them in order to understand the extent of the asthma and allergy problem in the United States. We need to understand the differences between homes with and without allergens to figure out what must be done to reduce the problem.

Q5: I had a bad experience in the MEC, so I don't think I want to participate.

A5: I regret that your experience was a bad one. I will tell my supervisor about your experience and if you wish I will have someone call you to follow up. We will make every effort to make your contact with us a pleasant one. Is there anything we can do for you to reconsider?

Q6: Why can't I clean my floors or change the linens on my beds before your visit?

A6: We will be collecting samples of dust from your floor and bed sheets. If you clean before our visit there may not be enough dust for our samples.

Q7: Do I have to be here with you the entire time?

A7: We would very much appreciate if you or another adult member of your household would be present. In this way you can see what we are doing while we are collecting samples. We would feel more comfortable if you would be here.

Q8: Will you damage any part of my home?

A8: No part of your home will be damaged. We will collect dust samples using a vacuum technique that will not hurt surfaces.

Q9: Why are you vacuuming my bed?

A9: This is how we collect samples of dust from bedding. Dust mites, which are allergens, commonly live in mattresses and pillows. By vacuuming your bed we can collect dust mite allergens. We will not damage the bed and we will remake the bed when we are done.

5.4 Allergen Dust Collection Process

At each home, you will collect one allergen dust sample in the bedroom of each SP. Each sample will be a composite of dust from the SP's bed and from the floor of the SP's bedroom. If two or more SPs sleep in the same bed, you will collect only **one** sample for **all SPs** who sleep in that same bed. The sample will be considered representative of all SPs who sleep in that bed.

The sample will be collected using a dust sample collector attached to a vacuum. Each area on the bed and floor will be vacuumed for 2 minutes (a total of 4 minutes per sample). The bed sample should be collected first, then without turning off the vacuum, the floor sample should be collected. If an area to be vacuumed is less than 1 square yard, the amount of time spent vacuuming will be decreased in proportion to the decreased area.

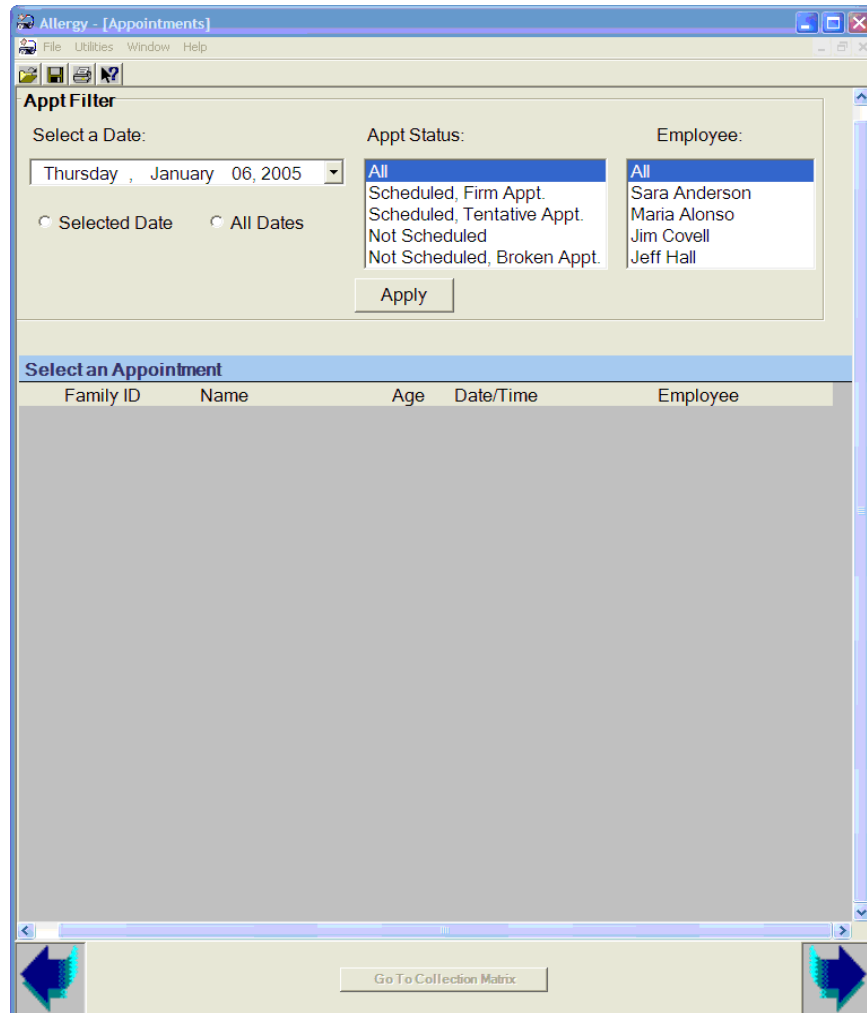
You will store the allergen dust samples in your hotel room and send batches of samples directly to the allergen laboratories for analysis on a weekly basis.

Before you begin sample collection process, you should ask the respondent if you can leave your equipment in a central staging area, such as the entrance to the home. It is not necessary to carry all of your equipment around the home with you. You should take out and bring with you only the equipment and supplies you need to collect the samples.

5.5 Beginning the Collection Process with the Allergen Dust Collection Application

The Allergen Dust Collection application will be used to collect data on your dust collection activities. Before you enter the home, you must open the application. The first step in completing the collection process will be to select the case (family) to be completed. To do this, tap on the Allergen Collection icon on your laptop. The Allergen Appointment screen (Exhibit 5-3) will appear.

Exhibit 5-3. Appointment screen



The Appointment screen shows all allergen dust collection appointments. It will allow you to select a list of all your firm appointments, tentative appointments, broken appointments, and cases that are yet to be scheduled for a specific date, or for all dates. This information is updated every time you perform a data transfer. First, select the date you are interested in viewing. You can also view appointments for all dates. Next, select the appointment status you are interested in viewing:

- Scheduled, Firm Appt.;
- Scheduled, Tentative Appt.;
- Not Scheduled; or
- Not Scheduled, Broken Appt.

Next, select your name from the employee list to view only your cases, then tap on the “Apply” tab to see the selected appointments that appear in the appointment matrix below (Exhibit 5-4). All SPs from the same family will be grouped together and families will be alternately colored. By tapping on an SP from a given case, all SP names associated with that case (all SPs in the family) will be highlighted in color. Once the family you want has been highlighted, select the lower right hand arrow to move to the next screen. This will advance you to the collection screens for that family. In the example below, all appointments on all dates for Jim Covell were selected. The Miller family was highlighted.

Exhibit 5-4. Appointment screen, family selected

Appt Filter

Select a Date: Thursday, January 06, 2005

Appt Status: All

Employee: Jim Covell

Apply

Select an Appointment

Family ID	Name	Age	Date/Time	Employee
41001000401	SUE MILLER	35	11/26/2004 1:00:00 P	Jim Covell
41001000401	JOHN MILLER	35	11/26/2004 1:00:00 P	Jim Covell
41001000401	TODD MILLER	7	11/26/2004 1:00:00 P	Jim Covell
41001000401	JENNY MILLER	4	11/26/2004 1:00:00 P	Jim Covell
41002000101	MARIA CORTEZ	76	11/27/2004 9:00 AM	Jim Covell
41002000101	ROBERTO CORTEZ	54	11/27/2004 9:00 AM	Jim Covell
41004000101	GEORGE HERNAND	75	11/27/2004 1:00 PM	Jim Covell
41003000103	PATRICIA MORGAN	18	11/28/2004 9:00 AM	Jim Covell
41006000101	THERESA MARTINE	30	11/28/2004 11:00 AM	Jim Covell
41006000101	PABLO MARTINEZ	28	11/28/2004 11:00 AM	Jim Covell
41006000101	RICARDO MARTINE	10	11/28/2004 11:00 AM	Jim Covell
41010000101	BRUCE TYLER	89	12/10/2004 9:00 AM	Jim Covell
41010000101	JANICE TYLER	86	12/10/2004 9:00 AM	Jim Covell
41001000302	PEGGY SUE BODIN	71	12/16/2004 1:00 PM	Jim Covell
41001000302	JIM B. BODINE	33	12/16/2004 1:00 PM	Jim Covell

Go To Collection Matrix

Once you have selected the case and advanced to the next screen, the Allergen Collection Matrix (Exhibit 5-5) will appear, as illustrated below. The matrix contains the following key pieces of information that you will need to complete the collection process:

- SPID – The unique identification number assigned to an NHANES sample person after he or she is identified. This is column is prefilled.
- Name, Age, and Gender – This information is prefilled from the NHANES survey control file. This is the key demographic information you will need for each person in the family requiring an allergen dust collection sample.

Exhibit 5-5. Allergen Collection Matrix

Fill in the Matrix:

SP ID	Name	A	G	Room	Bed	NC	RSN	Sample
847754	JOHN MILLER	35	M	1	1	<input type="checkbox"/>		847754
749554	SUE MILLER	35	F			<input type="checkbox"/>		
790871	TODD MILLER	7	M			<input type="checkbox"/>		
396610	JENNY MILLER	4	F			<input type="checkbox"/>		

No. of Samples to Collect: 2

Legend
A = Age
G = Gender

Not Collected Reason Codes
IR - Initial Refusal
TB - Too Busy
DW - Don't want AT at home
NR - Negative Reaction to MEC Exam
NC - Not Compensated Enough
LP - Language Problem
OT - Other, Specify on Allergen Contact Folder

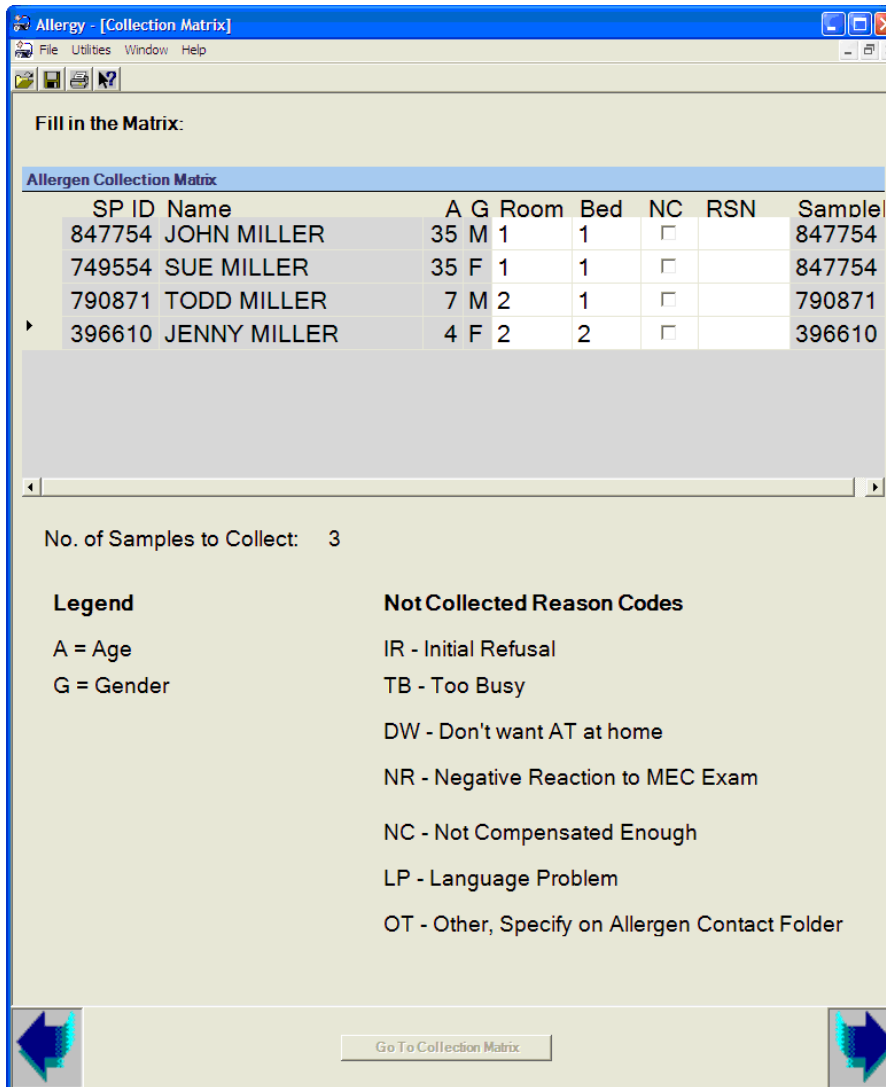
Go To Collection Matrix

- Room No. and Bed No. – Next you will need to identify the bedrooms and primary beds for each of the household SPs in order to determine how many samples to collect, where to collect each sample, and what sample number to assign it. The first SP on the list is automatically assigned Room 1 and Bed 1. If the SP is not available to identify his or her bedroom and bed, ask the adult respondent to identify them for you. You will enter a bedroom number and a bed number, starting with “1” for each SP in the Allergen Collection Matrix, as illustrated in the figure below.

When assigning room and bed numbers, follow the specifications described below.

- If SPs share a bedroom but sleep in different beds, assign them the same room number but different bed numbers (see SPs Todd and Jenny Miller below).
- If the SPs share the same bedroom and same bed, assign the same bedroom and bed numbers for both SPs (see SPs John and Sue Millers below). IF SPs share a bed, you will only take one composite sample. A bunk bed is considered a single bed. Because you collect only one sample for all SPs in a given bed, the Allergen Collection Matrix will automatically assign both SPs the same allergen dust sample number (see Sample ID 847754 below).
- The bedroom numbering should be sequential, from 1 through the total number of bedrooms that will be sampled. The primary bed numbering should also be sequential, from 1 through the total number of beds in a given room that will be sampled. In each new room the bed number begins with 1. In the example below, there are a total of 2 bedrooms and 3 primary beds.

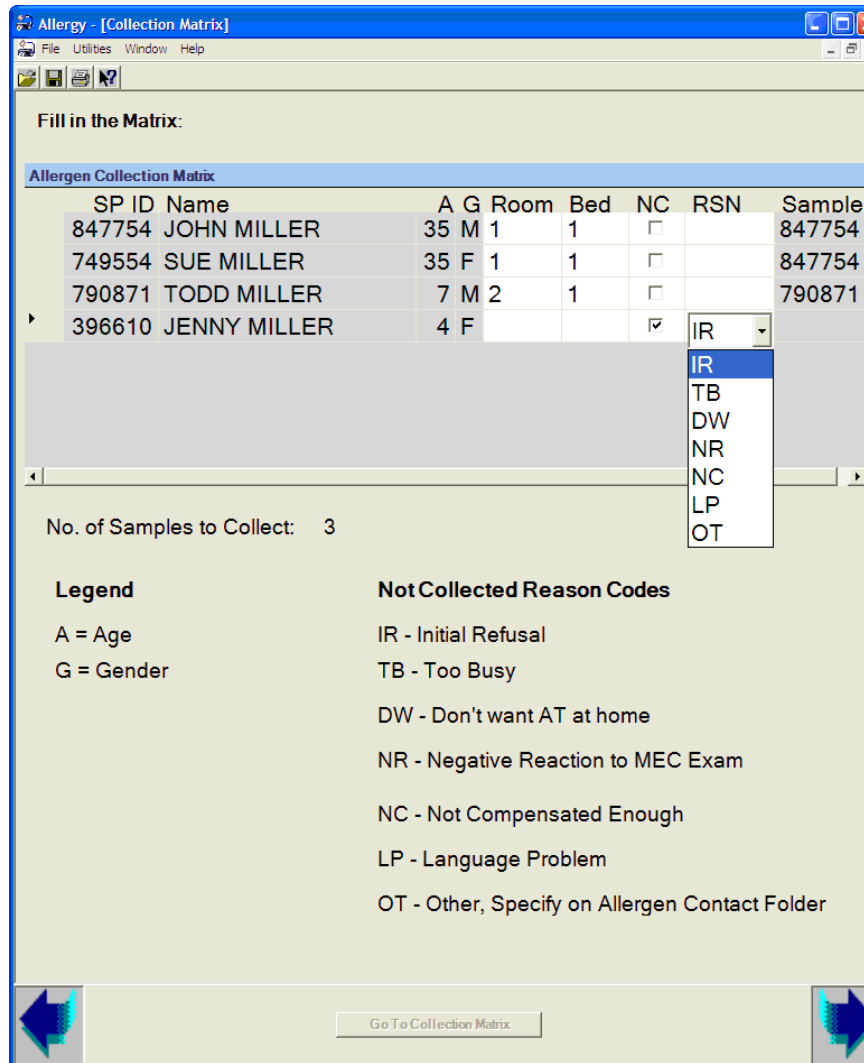
In households with many SPs, you should write the SP’s name on a Post-it or piece of paper and place it on the primary bed in which each SP sleeps when you first identify where they sleep. This will help you remember which bed goes with each SP when you start sample collection.



- Not Collected (NC) and Reason – You may be unable to complete the entire collection process (both floor and bed) for an SP. If this happens, you will place your cursor on the NOT collected (NC) box for that SP and tap to add a check mark. You must then select a reason that you could not collect the sample, as illustrated in the example below. Reasons a sample could not be collected are:
 - Initial Refusal (IR);
 - Too Busy (TB);
 - Don't want AT in home (DW);
 - Negative reaction to MEC (NR);
 - Not compensated enough (NC);

- Language problem (LP); or
- Other, specify on Allergen Contact folder (OT).

You should select the reason that best fits the reason the sample could not be collected. If there is no match, you can select “Other.” If you select “Other” you must write the reason down on the Allergen Contact Folder and then tell your supervisor you have done this. If you are unable to collect the sample, you should try to make arrangements to collect the sample at a later time.



- Sample ID – Sample ID is the number assigned to each dust sample collected. The sample ID number is the SP ID number followed by a three-digit number. It is automatically assigned by the application. As described in Section 3.2.2, you will produce a set of ID labels for the dust collection process before you visit the household. One set of labels will be produced (assigned) for each SP. For those SPs

who sleep in the same bed, only one sample will be collected and thus those SPs will have the same sample number (see John and Sue Miller above). The labels with Sue Miller's SP number on them will not be used. **You must be sure you are using the labels with the correct sample ID number on them when SP's share a bed. Check this carefully.**

- Number of Samples to Collect – Once you have completed the matrix, the total number of samples you will need to collect for the family will appear below the allergen collection matrix. This will be automatically calculated when you complete the matrix.

5.6 Definition of Bedrooms and Beds

It is important to understand what is meant by a bedroom, a bed, and a primary bed in order to collect an allergen dust sample. As mentioned previously, each allergen dust sample will be a composite sample taken from two different locations within the SP's bedroom:

- SP's primary bed; and
- SP's bedroom floor next to the bed.

Definition of Bedroom

The SP's bedroom is the room or area where the SP normally sleeps and where their primary bed (defined below) is located. A bedroom could include any room or area in the home, such as a living room, den, hallway, attic, porch, etc. The SP's bedroom may also be a bedroom shared with another person(s).

Definition of a Bed

For the purposes of this study, a bed is where the SP sleeps. While a bed is typically a piece of furniture with a mattress, it could be a cot, a crib, a mattress on the floor, a blanket or sleeping bag on the floor, the mattress on a sleeper sofa, a sofa, or a roll away bed.

Definition of a Primary Bed

The sample must be collected from the SP's primary bed. The primary bed is where the SP usually sleeps. This means that out of all beds where an SP might sleep, the primary bed is where they sleep **most of the time**.

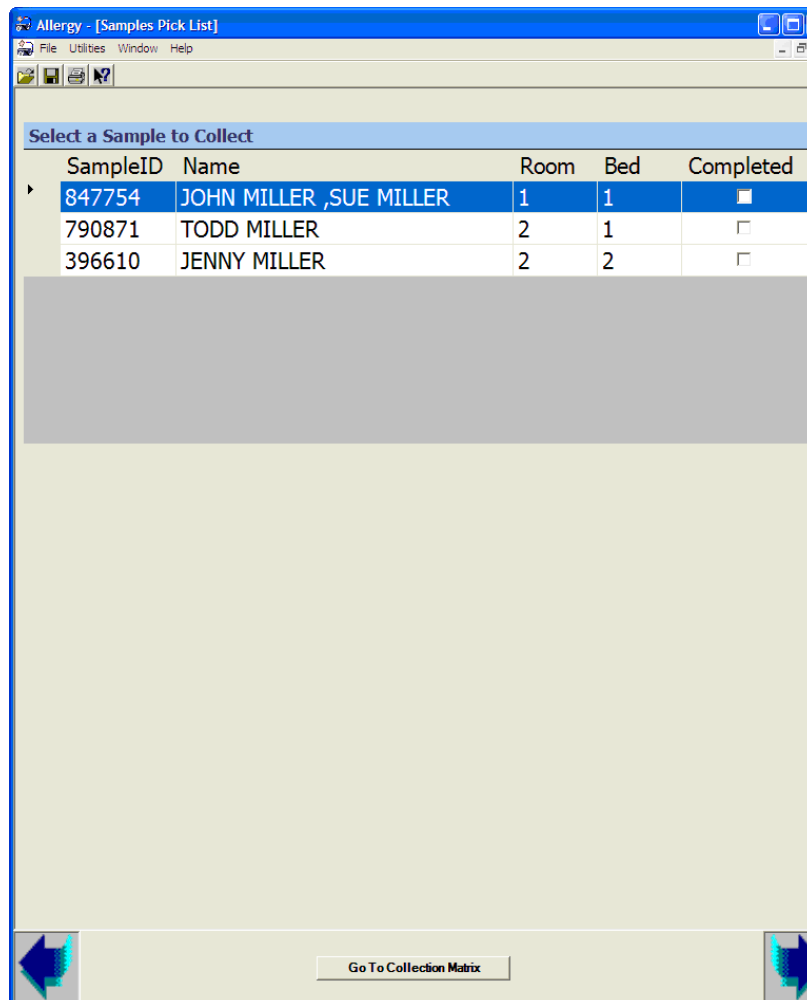
While the primary bed is easy to identify for most subjects, it may be more difficult to identify for some SPs who routinely sleep in different beds. You should verify with the

respondent that the beds you have identified for each SP are their primary beds. This may require a discussion to determine which bed they sleep in the most.

Another situation arises with children who sleep most nights of the week or the majority of hours each night in a parent's or sibling's bed, even though the child has his or her own bed. In those cases, the parent's or sibling's bed would be the primary bed, whichever bed the child SP sleeps in the most.

5.7 Selecting a Case to Work

Once you have entered all the room numbers and bed numbers in the Allergen Collection Matrix, tap on the right arrow at the bottom of the screen. A pick list screen will appear, as illustrated in the example below. This is a list of all the individual samples you will need to collect (see below).



Remember that SPs who sleep in the same bed will require only one sample. Thus in the example above, John and Sue Miller are grouped together into one sample. Individual samples will be collected for Todd and Jenny because they sleep in separate beds.

You will use this pick list to select the sample you want to collect. Highlight the SP(s) room and bed with which you would like to start, then select the lower right arrow to advance to the next screen, the Allergen Data Collection screen. In the screen above John and Sue Miller have been highlighted.

5.8 Data Collection if the Tablet Does Not Work

In the event that your tablet computer fails while you are out in the field, you can continue collecting data by hand entering data onto the hard-copy Data Collection Form located on the inner covers of the Allergen Contact Folder. You will enter SP name/ID, room number, bed number and whether the sample is collected on the upper left hand corner of the folder in the matrix illustrated below:

Allergen Collection Matrix								
SP Name	SP ID	Room #	Bed #	NC/Reason	Room Type	Humidity	Temp	SP Moved?
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
NC Reason: IR=Initial Refusal; TB=Too busy; DW=Don't want AT in home; NR=Negative reaction to MEC; NC= Not compensated enough; LP=Language problem; OT=Other, specify								
Room Type: BD=Bedroom w/ doorway; BN=Separate area w/out doorway; SA=Shared area								
Have (you/any of the SPs listed in the above matrix) moved since the time (you/they) were interviewed for the study in (your/their) home? CIRCLE Y OR N IN THE "SP MOVED?" COLUMN. * IF YOU CIRCLE Y, RECORD UPDATED ADDRESS FOR EACH SP IN THE "CHANGE OF ADDRESS" SECTION ON NEXT PAGE.								

Instead of having the room number and bed number automatically calculated, you will need to do it yourself. Remember:

1. Assign a unique room number for each room where a sample is taken, starting with the number 1.
2. In each room, assign a unique bed number for each bed where a sample is taken. When you go to a new room, the bed number starts again at 1.
3. If a sample is not collected (reason NC), enter the appropriate code for the reason why a sample was not collected, as listed below the allergen collection matrix. If a sample is collected, leave this blank.

The grayed out areas on the above table, Room Type, Temp, Humidity, and SP moved, will be discussed in Chapter 7.

6. ALLERGEN DUST SAMPLE COLLECTION SPECIFICATIONS

Once you have selected a room and bed with which to start, the first Allergen Data Collection screen will appear. Generally you will complete the dust collection process for each SP and then complete the fields displayed on the Allergen Collection screens. Note that there are exceptions to this routine that will be discussed later in the manual. The basic steps to be completed are:

- Place one template on the floor, then one on the bed surface on which the SP sleeps;
- Remove the top and bottom cap from dust collector and place collector on the vacuum;
- Vacuum bed surface, then floor surface; and
- Replace the top and bottom cap on the dust collector and seal the collector in sample bag.

This chapter describes the specific step-by-step procedures to be used in the collection process. Chapter 7 discusses how to enter associated sample and room information on the Allergen Collection screens.

6.1 Template Placement

The first step in the collection process is to confirm with the respondent which SPs occupy the beds found in each room. You must then determine where to place the floor and bed templates. You want to place the bed template on the surface on which the SP sleeps and the floor template on the floor next to the section of the bed where the SP sleeps. Ask the respondent to identify the side of the bed on which the SP sleeps. If the SP is not present and the respondent doesn't know, look for clues that might help you identify the correct side. Follow these general rules:

- If the bed is pushed up against one wall, sample from the open side of the bed;
- If there is a bedside table that appears in use, sample from that side of the bed; or
- If one side of the bed appears more convenient to get in and out of, sample that side of the bed.

You will place one template on the floor next to the bed and one on the bed surface on which the SP sleeps. You will need to ask the respondent to identify the sleeping surface. Do not assume it is the bottom sheet. Some SP's may sleep on top of the bed and not under the covers, particularly in warmer months. You will place the templates on the floor and the bed sleeping surface for each sample to be collected in that room. The template delineates the area, 1 square yard, that will be vacuumed on each of these surfaces.

You will use disposable 1-square yard templates – a cardboard rectangle with the internal dimensions of 2.25 ft x 4 ft – to mark off both the floor and bed sampling areas. **To avoid unnecessary walking in the area of the floor to be vacuumed, affix the floor sample template before affixing the bed sample template.**

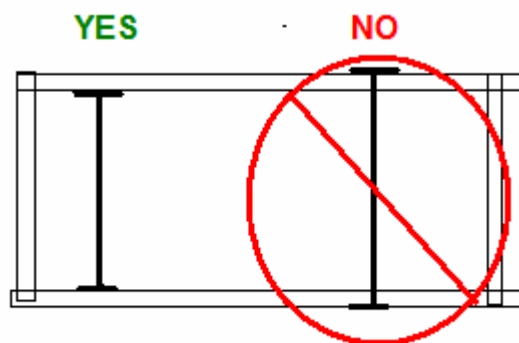
6.1.1 Bedroom Floor Sample Collection – Template Placement

The floor area you will attempt to sample is that area next to the bed on the side where the SP sleeps and steps onto when getting out of bed. If there is carpet in the room, you should preferentially place the floor template on the carpet. This may require placing the template away from the bed. You should not include the area directly under the bed as part of the floor area. You will need to stand next to the bed to collect the bed sample. In order to avoid standing in the floor template, place the floor template far enough away from the bed so that you can stand next to the bed without stepping in the floor template sampling area. You should follow the basic steps described below when entering a room and placing the floor template:

1. Put on a pair of disposable gloves. If your hands get hot, you may use a glove liner under the disposable gloves.
2. Select an area on the bedroom floor immediately adjacent to the side of the bed on which the SP sleeps to place the floor template. If the area next to the bed is too small, move the template to another area of the floor that can accommodate the template. **It is important to try and get a full 1 square yard sample.**
3. When SPs share the same bed, collect the floor sample on the side of the bed closest to the center of the room.
 - If it is difficult to determine which side of the bed is closest to the center of the room, choose the side closest to the bedroom door.

- If you have the choice of placing the template on carpet as opposed to a smooth surface, choose carpet **even if the carpet is not immediately adjacent to the bed.**
 - In some bedrooms, the template may have to be laid across an area of floor with both carpeted and smooth surfaces. This is acceptable.
 - In some instances, e.g., in a child's room or by a bedside, you may have to move small toys, clothing, or other items in order to make space for the floor template. Remember to put any items you move back when you are done.
 - Do not place the template over wet or damp areas on the floor or directly under the bed. Moisture can ruin the dust sample.
4. Pull a clean template from the template bag and carefully unfold the template so that it does not tangle.
 5. Lay the template on the floor in the selected area. If the accessible floor area cannot accommodate the template try to select another sampling area in the room that will.
 6. If needed, tape the template down along the corners using masking tape to hold it in place during sample collection.
 7. **If template does not fit:**

If the accessible floor area will not accommodate the template, you will need to create a template using masking tape. You want to try and create a sampling area close to 1 square yard in area. Mark off the width and length of the available floor area with masking tape. Try to keep the corners square so that the area forms a square or rectangle. Record the width and length of the area in inches **of the inside of the template** on the Allergen Data Collection screen.



How to Measure Custom Template Dimensions

Because the area to be sampled may be different than the template area, the sample collection vacuuming time for the floor sample must also be different. Once you enter the new length and width, the application will automatically calculate the new

vacuuming time. Enter this new vacuuming time on your timer when you set your timer. This process is discussed in detail in Chapter 7.

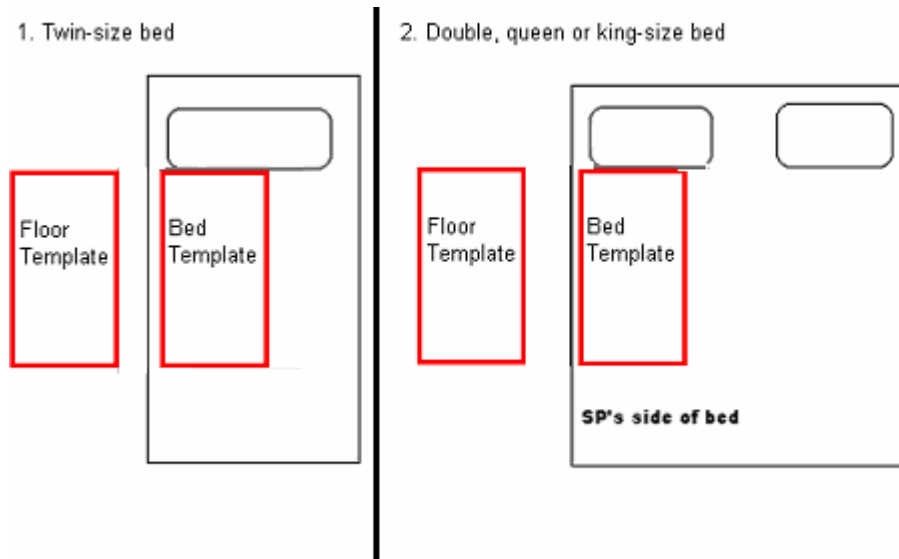
8. **NOTE:** You will not vacuum the floor if the available area is less than 0.25 square yards (324 square inches) – the application will let you know if the area is too small and will give you the opportunity to make the area larger by presenting a pop-up box. If you select “Yes,” you then enlarge the size of the template and re-enter the new length and/or width. If you cannot make the collection area larger and you select “No,” the application will automatically record that the floor sample was not collected and the reason will be marked as “Not enough space available.” This process is discussed in more detail in Chapter 7.

6.1.2 Bed Sample – Template Placement – One SP Sleeps in Bed

Locate the side of the bed on which the SP usually sleeps. This usually will be above the floor area where the template has been placed.

1. Ask the respondent to identify the surface on which the SP sleeps and to identify the SP’s primary pillow(s). The primary pillow(s) are all sleeping pillows on the bed or used by the SP. The primary pillow(s) will not be included in the vacuum, but a question about it will need to be answered later, as detailed in Chapter 7.
2. Roll back the covers to expose enough bed sleeping surface to place the template on the bed.
3. Pull a clean template from the bag and unfold it carefully.
4. Place the template on the bed sleeping surface lengthwise in the area where the SP sleeps, as shown below (Exhibit 6-1). Place it on the edge of the bed to avoid excessive bending at the waist while collecting the sample.

Exhibit 6-1. One SP in a bed

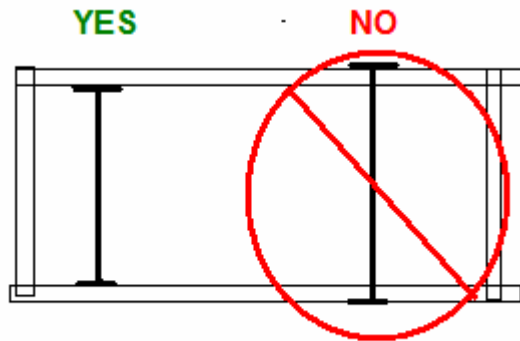


5. If the type of bed is nontraditional, such as a sofa, a sleeping bag on the floor, a sleeper sofa, you should still attempt to identify the sleeping surface and take the sample from that surface. **You may need to open up a sleeper sofa, unroll and open a sleeping bag, spread out sheets or a blanket to expose the sleeping surface. Once done, proceed with placing the template on the exposed sleeping surface.** Avoid placing the template over wet or damp areas on the bed. If the entire bed surface is wet, do not take a bed sample.

6. If needed, tape the corners in place using masking tape.

7. **If the template does not fit:**

If the available bed area will not accommodate the template, you will need to create a template using masking tape. Mark off the width and length of the available bed surface with masking tape. Try to keep the corners square so that the area forms a square or rectangle. Record the width and length of the area **of the inside of the template** in inches on the allergen data collection screen.



How to Measure Custom Template Dimensions

Just as with the floor sample, because the area to be sampled may be different than the template area, the sample collection vacuuming time for the bed sample may also be different. Once you enter the new length and width, the application will automatically calculate the new vacuuming time. This process is discussed in detail in Chapter 7.

If the sleeping area where you need to create a custom template has clearly defined edges, you can use those edges rather than taping them. For example, a standard size crib mattress is too small for a template. Instead of making a custom template out of masking tape on the crib mattress, you can use the edges of the mattress as the template edge, measure the mattress length and width, and collect a sample from the entire top surface of the mattress.

NOTE: You will not vacuum the bed if the available area is less than 0.25 square yards (324 square inches) – the application will let you know if the area is too small and will give you the opportunity to make the area larger by presenting the following pop-up box. If you select “Yes,” you then enlarge the size of the template and re-enter the new length and/or width. If you select “No,” the application automatically records that the bed sample was not collected. The reason will be marked as “Not enough space available.” This process is discussed in Chapter 7.

6.1.3 Bed Sample – Template Placement – More Than One SP Sleeps in Bed

If more than one SP sleeps in the bed, you will collect only one bed/floor composite sample for all SPs who sleep in the bed. They do not necessarily have to be sleeping in the bed at the same time. You will still place the template on one side of the bed, as done previously for one SP in a bed. You will place the template on the side of the bed, as illustrated in the previous figure. Choose the side of the bed closest to the center of the room. The floor template will be laid on the side of the bed that is closest to the center of the room. If you cannot determine which side is closest to the center of the room, choose the

side that is closest to the bedroom door. Remember to sample on carpet if possible and to always attempt to collect a full one square yard sample.

Follow all procedures used for collecting a bed sample for one SP per bed described in Sections 6.1.1 and 6.1.2 for placing templates. If there are two SP's who sleep in bunk beds, rather than attempting to collect a bed sample from the top bunk, treat the bunk as one bed and the SPs as sharing a bed. For bunk beds, collect the bed sample from the lower bunk.

NOTE: There may be some situations where you have more than one SP sleeping in a bed and the SP's are from different families. This means that they will show up under different cases on the Allergen application. In this rare situation you will need to collect a separate sample for each SP family because the application will not allow samples to be shared by SP's who are in different families.

6.2 Vacuuming Procedure

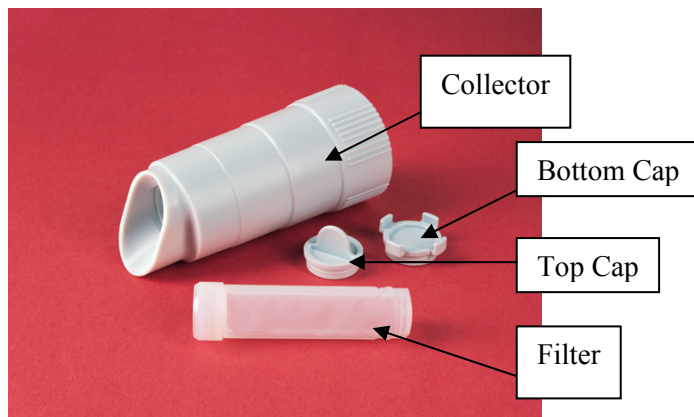
Once the templates are placed, you will begin to collect the vacuum sample. You will always vacuum the bed surface first, then the floor. You should avoid stepping in the floor template before collecting the floor dust sample. However, there may be some situations in which floor space will be limited and you may be forced to step within the floor template to collect the bed sample and to complete the floor sample collection. If this happens you may step in the template, just be careful to minimize the amount of movement within the floor template area.

6.2.1 Bed Vacuum

1. While still wearing gloves, plug in the vacuum cleaner at the nearest electrical outlet, using the extension cord, if necessary.
 - Try not to unplug household items, if possible, especially something that requires being reset, such as a clock, microwave, VCR, etc. Go into another room or the hallway, if necessary, to find a free plug. Use the extension cord as needed. If you must unplug something, try unplugging a lamp. **Do not unplug refrigerators or freezers.**
 - Be careful not to drag the cord or vacuum through the floor area to be vacuumed (floor template area).

2. Attach the vacuum wand and extend it as needed.
3. Set the timer for the bed sample. Use the sampling time that appears on the Allergen Data Collection screen. (see Chapter 7). If using a template, this will be 2 minutes for the bed sample.
4. Select a zip lock bag containing an unused, assembled Mitest Dust Collector. See below for the parts of the Mitest Dust Collector (Exhibit 6-2). Remove the dust collector from the bag.

Exhibit 6-2. Unassembled Mitest Dust Collector



5. Remove the bottom cap, and place on the zip lock bag to avoid contamination.
6. Remove the top cap, and place on the zip lock bag to avoid contamination.
7. Look in the top to make sure that a filter is present. If not, select a another collector.

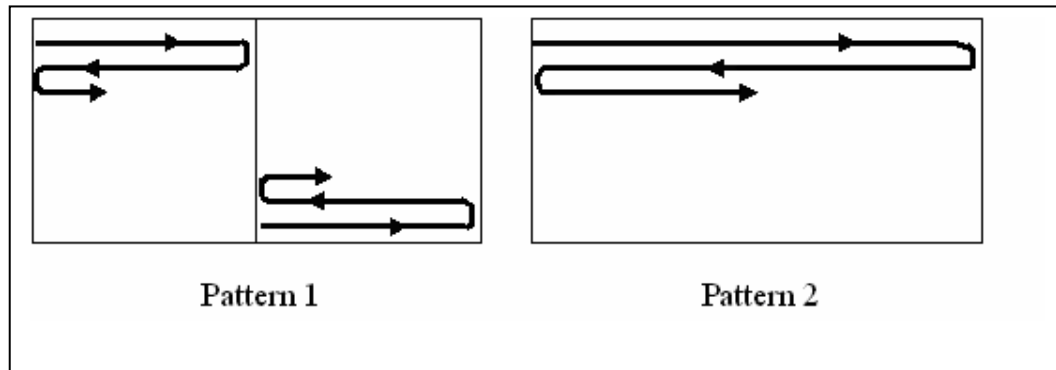
NOTE: Once the top cap is removed, the filter can fall out if tipped, so you must keep the dust collector in an upright position until the vacuum is turned on. Once the vacuum is turned on, the suction from the vacuum cleaner will hold the filter in place.

8. Place the dust collector on the end of the vacuum cleaner's extension wand.

NOTE: The Mitest Dust Collector will fit loose until the vacuum is turned on, so you must continue to hold the extension tube in an upright position until you turn the vacuum on.

9. If the Mitest filter falls out of the collector at this time, put it back in. However, be sure to touch the filter with gloved hands only.
10. Turn the vacuum on. Listen and verify that air is being sucked through the collector. If you do not hear air, turn off the vacuum and check and see if you removed both the top and bottom caps.

11. Position the vacuum wand above the area to be vacuumed. When ready to begin vacuuming the bed, turn the timer on.
12. Vacuum the area within the bed template for 2 minutes. For sample areas different than the standard template, vacuum for the length of time on the Allergen Collection screen for the bed sample.
13. While vacuuming, hold the Mitest Dust Collector opening at an angle so that it is flush with the surface being vacuumed. Rub the collector firmly and slowly back and forth over the area using one of the patterns illustrated below. You may, as illustrated in pattern 1, divide the template into two smaller sections and vacuum one half first, then proceed to the other half, or vacuum the entire length of the template at once, as illustrated in pattern 2. After one template length is vacuumed, you should advance down the template to an adjacent but nonoverlapping area and continue vacuuming. If the entire area is vacuumed and time still remains, continue vacuuming in a perpendicular direction to that already vacuumed.



14. As you vacuum the area inside of the template, you want to try and vacuum the entire interior surface of the template in a steady fashion during the time allotted. In order to pace yourself, it helps to divide the template up into 4 equal sections. You should attempt to spend 30 seconds vacuuming inside each of the 4 sections. As you complete one of these sections, check the timer and verify it took 30 seconds to get through that section.

For example, look at the figure below, which illustrates how to divide up your template. For the bed sample, as timer goes from 2:00 minutes to 1:30 minutes, you should vacuum the section labeled 1). As you complete this section, you should move into section 2). As you complete section 2), timer reading of 1:00, you pick the wand up and move the collector to the top left hand corner of section 3) and begin vacuuming section 3) and then proceed on through section 4) until you are done and the timer goes off. If you notice you are ahead of your time, slow down some until you complete that section. If you notice you are behind in a section, speed up a bit so that you complete the section you are in on time. If you complete section 4) and there is still time left on the timer, go back over an area you already vacuumed until the timer goes off. You should be vacuuming during the entire 2 minutes. If the timer goes off and you have not completed vacuuming, you must still stop.

1) 2:00 - 1:30	3) 1:00 - 0:30
2) 1:30 - 1:00	4) 0:30 - 0:00

Bed Vacuuming rate

- When the timer goes off, tilt the dust collector up, leave the vacuum on, and prepare to vacuum the floor template immediately.

NOTE: If a wet area is accidentally sampled, a new sample should be collected, avoiding the wet areas, if possible. Clean the wand with a wet wipe and insert a new dust collector. Reposition the template and start the sample over in a new floor sample location. If you cannot find adequate dry space on the bed surface, do not collect a bed sample.

6.2.2 Floor Vacuum

- Reset the timer, turn it on and begin vacuuming the floor. Vacuum the floor area for 2 minutes or, for sample areas different than the template, for the length of time the Allergen Collection screen displays for the floor sample. Use the same firm and slow vacuuming method as used on the bed.
- To pace yourself while vacuuming the floor sample, you should divide the template up as illustrated below. With floor samples, frequently the spacing is tight. There may be little or no room to stand on the side of the template to vacuum. To avoid reaching all the way to the top of the template from the bottom, start half way through at section 1) and timer setting 2:00. When you reach 1:00 on the timer at the bottom of section 2), pick the vacuum wand up, step into the template area you just vacuumed, and proceed with section 3). You should be completing section 4) as the timer is going off.

3) 1:00 - 0:30
4) 0:30 - 0:00
1) 2:00 - 1:30
2) 1:30 - 1:00

Floor Vacuuming Rate

3. After the timer goes off, hold the vacuum's extension tube upright and turn the vacuum off. Holding the tube upright prevents the Mitest Dust Collector from falling off the end of the vacuum and prevents dust from spilling from the open end of the collector.
4. Place the top cap on the collector while it is still on the wand.
5. Once the top cap is securely in place, remove the collector from the wand and replace the bottom cap.
6. Place one premade sample label on the collector and one on the zip lock bag. The number on the label must be the same as the sample number listed on the bottom of the Allergen Collection screen for this bedroom and bed. **CHECK AND VERIFY THAT THESE NUMBERS MATCH UP.**
7. Place the collector in the zip lock bag, remove excess air, and seal.

6.2.3 Ergonomic Issues

Vacuuming throughout the **day can be hard on your back**. Be sure to think about your body position when vacuuming. Lengthen or shorten the vacuum wand to reduce back and arm strain. You can grasp the vacuum wand closer to the collector while collecting the bed sample to lower your arm. **If there is no room on either side of the floor template to stand while vacuuming, you may step inside the floor template while collecting the upper section of the floor sample in order to reduce back strain, as described in Section 6.2.2.**

6.3 Complete the Sample

1. Still wearing gloves, remove the Mitest Dust Collector – Remember to hold the wand upright so that the collector does not fall off the end of the wand.
 - Visually check that filter with dust is inside collector by looking inside the collector.
 - Immediately snap the top cap on the Mitest Dust Collector.

NOTE: If the filter is overfilled or the dust is falling out of the dust collector, do not be concerned. Try to contain as much as possible in the filter by pushing it into the filter with the top cap. If the filter falls out of the collector, put it back in, unless dust falls out. If dust falls out, attempt to vacuum it up. If this cannot be done, you must collect another sample.

2. Take the dust collector off the vacuum extension wand.
3. Place the bottom cap on the dust collector.
4. Again, verify that the sample number is correct and place the sample label on the dust collector and on the sample bag.
5. Place the labeled dust collector back into the labeled zip lock bag. Check that both collector and bag have same sample number. Seal the zip lock bag. Be sure you have a complete seal. If necessary, run your finger across the zip lock on a hard surface to ensure the bag is sealed.
6. Place the sample zip lock bag into the larger zip lock bag with the other dust collectors and samples from the same household.
7. While still wearing gloves, remove the templates and tape and return the covers to the bed and the bedroom to the condition in which you found them.
8. Place the used templates, tape and gloves in the trash bag. Do not leave trash in the household.
9. Clean the extension nozzle that was in contact with the Mitest Dust Collector with a wet wipe before sampling in a new location. It is best to do this at the end of each sample collection so that the wand will be dry before the next sample. You may take off your gloves now, however you can wear the same gloves for all samples in a given household.
10. Enter the information about the collection on the Allergen Collection Screen (see Chapter 7 for more detail).
11. Leave the room as you found it. After collecting all samples required in a room, reconnect any lamps or other electrical devices that were disconnected in order to

operate the vacuum cleaner. Remake each bed as you found it, replacing pillows or stuffed animals in the same location. If the bed was unmade, leave it unmade. Replace any items you moved from the bed or floor surface in order to take the dust samples.

12. After completing dust sampling for a given bedroom, you will be prompted to enter a room description and the room's temperature and relative humidity. This process is described in Chapter 7.

6.4 Cross Contamination Prevention Procedures

Care must be taken to prevent the cross contamination of dust samples. Cross contamination is defined as the transfer of contaminated (or potentially contaminated) dust from one sample (or sample area) to another). The following procedures should be followed by AT's to minimize the cross-contamination of dust sampling areas.

1. Gloves will be worn during the entire sampling process. Gloves will be put on before pulling down bed sheets, and kept on while placing templates, touching the Mitest dust collectors, collecting samples, and remaking beds.
2. A new pair of gloves must be worn for each new household. Gloves can be taken off between rooms, but once gloves are taken off, a new pair must be put on again at the beginning of the next SP dust collection.
3. AT's should avoid stepping into the floor template areas until the dust sample is collected. There will be times, however, when you must step in the floor template to collect the bed samples or to complete collection of the floor sample. ATs may step within the template area as needed; however, care should be taken to minimize this as much as practicable.
4. The vacuum cleaner, hose, and electrical cord should be kept out of the floor sampling area before and during the sample collection. ATs should place all floor templates before beginning sample collection in a room so that it is clear where floor sampling areas are and what areas are to be avoided.
5. After sample collection is complete and the AT has removed the dust collector from the vacuum cleaner extension tube, special care should be taken to properly attach the Mitest Dust Collector top and bottom caps and to carefully **and completely** seal the small zip lock bags in which the Dust Collectors are placed. Clean the extension nozzle that was in contact with the Mitest Dust Collector with a wet wipe before sampling in a new location.
6. Place each household's samples in a separate zip lock bag. This will help prevent contamination across families. Be sure to carefully **and completely** seal the family zip lock bag.

7. At the end of each day, wipe down the vacuum cleaner, hose, and cord with a wet wipe.
8. When shipping samples out, samples should be packed so that they do not slide around in the shipping box. If needed, wrap collectors in bubble wrap to eliminate extra room within the shipping box.

7. COMPLETING THE ALLERGEN COLLECTION SCREENS

Once the allergen dust sample is collected, you will enter information about the sample on the Allergen Collection screens.

7.1 Entering Information – Screen Sequence

There are two Allergen Collection screens. The first screen, **Allergen Data Collection** (Exhibit 7-1), is designed to collect information about the specific bed/floor sample you have collected, as shown below.

Exhibit 7-1. Allergen Data Collection screen

The screenshot shows a software window titled "Allergy - [Allergen Data Collection]". The interface is divided into three main sections: "Sample Information", "Bed Sample Collection", and "Floor Sample Collected".

- Sample Information:** Room Number: 1, Bed Number: 1 of 1, SPs: JOHN MILLER, SUE MILLER.
- Bed Sample Collection:** Includes checkboxes for "Bed Sample Collected" and "Template Used". Fields for "Reason", "Length" (0), "Width" (0) in inches, "Bed Vacuum Time" (2 Mins, 0 Secs), "Vacuum Number" (0338005594), "Bed Type", "Bed Surface", "Impermeable mattress cover or plastic mattress?", and "Impermeable pillow cover on primary pillow?".
- Floor Sample Collected:** Includes checkboxes for "Floor Sample Collected" and "Template Used". Fields for "Reason", "Length" (0), "Width" (0) in inches, "Floor Vacuum Time" (2 Mins, 0 Secs), "Vacuum Number" (0338005594), and "Type of Floor Covering".

At the bottom, there is a "Label with Sample ID: 847754" and a "Go To Collection Matrix" button with left and right navigation arrows.

The sequence of screen entry will depend on the specific samples collected. The room data collection screen always follows completion of all sample collection for a given room. Below are descriptions of the different sequences of screen entry.

One Bed in Room – One SP Sleeps in Bed

1. Select the bed floor sample from the ‘Select a Sample to Work’ Screen.
2. Complete the bed/floor sample screen, and then select the lower right arrow key, which will advance to the room screen.
3. Complete the room screen.

One Bed in Room – Two or More SPs Sleep in Same Bed

1. Only one sample required – Select the sample from the ‘Select a Sample to Work Screen.’
2. Complete the process and enter information in the bed/floor sample screen, then select the lower right arrow key.
3. Complete the room screen.

Two or More Beds in Room – SPs Sleep in Separate Beds

1. Select the first sample to work from the ‘Select a Sample to Work’ Screen.
2. Complete the process and enter information in the bed/floor sample screen.
3. Select the next bed/floor sample to work in the bedroom by selecting the lower right arrow key.
4. Complete the process and enter information in the bed/floor sample screen.
5. Once all samples for the room are complete, select the lower right arrow key, which will advance to the room screen.
6. Complete the room screen.

7.2.1 Bed Sample Collection

- **Bed Sample Collected/Reason:** The field will be prefilled with a check mark. It is possible that the bed component of the sample cannot be collected. If a sample cannot be collected, you must indicate this by placing your cursor in the field and tapping to eliminate the check mark. You will then be required to select a reason why the sample was not collected from the drop-down list of reasons in the *Reason* field, as shown below:

The screenshot shows a form titled "Bed Sample Collection". It contains several fields: "Bed Sample Collected" (checkbox, unchecked), "Reason:" (dropdown menu, open), "Template Used" (checkbox, checked), "Length" (dropdown menu, value 0), "Width" (dropdown menu, value 0), "Bed Vacuum Time:" (2 Mins, 0 Secs), and "Vacuum Number:" (0338005594). The dropdown menu for "Reason:" is open, showing four options: "Bed sample refused", "Bed was wet", "Bed was occupied", and "Not enough space available".

Reasons for not collecting the bed sample include:

1. Bed sample refused – The SP or respondent would not let you take the bed dust sample.
2. Bed was wet – The bed was wet and a dry sampling area could not be found.
3. Bed was occupied – Someone was in the bed and could not or would not move for sampling. For example, a young child may be asleep.
4. Not enough space available – only less than 0.25 square yard (324 square inches) of surface area was available for sampling. (Assuming the bed surface sampling area was <0.25 square yards, this will be automatically entered.)

If the bed area sample cannot be collected, but floor area can be collected, you will still collect the floor sample. This will be considered a partial sample.

- **Template Used – Length/Width-Bed Vacuum Time** – The *Template Used* field will be prefilled with a check mark. If the standard template can be used, no action is necessary on your part and the vacuum time will automatically be displayed as '2 minutes' as shown below.

The screenshot shows the same "Bed Sample Collection" form. In this version, the "Bed Sample Collected" checkbox is checked. The "Reason:" dropdown menu is closed. The "Length" and "Width" dropdown menus are both set to 0. The "Bed Vacuum Time:" is still 2 Mins and 0 Secs. The "Vacuum Number:" is 0338005594.

It is possible that you will not be able to use the standard template because the area to vacuum will not accommodate the template. If the template cannot be used, you must indicate this by placing your cursor in the field and tapping to eliminate the check mark. At that point, you will be required to mark off the area to be vacuumed using the procedures described in Section 6.1 of the manual and enter the new width and length in inches in the *Length* and *Width* fields by selecting the length field, scrolling up or down, then selecting the measured length, as shown below.

Template Used Length: 35 Width: 0 in inches
 Bed Vacuum Time: 2 Mins Secs Vacuum Number: 0338005594
 Bed Type: Be
 Impermeable mattress cover or plastic m
 Impermeable pillow cover on primary pillow:

Repeat this for width. The application will then automatically calculate the new vacuum time to be entered on the timer and display it in the *Vacuum Time* field. In the example below, the new sample time is 1 minute and 31 seconds.

Template Used Length: 35 Width: 28 in inches
 Bed Vacuum Time: 1 Mins 31 Secs Vacuum Number: 0338005594

If the area taped off is less than 0.25 square yards, a pop-up box will appear and ask “Can area size be increased?” If you can increase the template size, select “Yes,” then make the template larger by increasing the length or width. Re-measure and enter the new values into the *Length* and *Width* fields. If you cannot increase the size, select “No,” and the application will automatically deselect “Bed Sample Collected” and enter a reason for no bed sample of “Not enough space available.”

If you create a template that is larger than 1.11 square yards (1440 square inches), a pop-up box will appear and say “Total area greater than allowable limit. Please change.” You must then decrease the length and/or width of the template, remeasure the length and width and enter them into the *Length* and *Width* fields.

NOTE: If the standard template cannot be used, you must complete the process described above **before** the collection process can begin so that the adjusted vacuuming time can be displayed. **Be sure to set your timer to this new sampling time.**

NOTE: If the application or tablet is not working, use the Sampling Time table provided to you and at the end of this chapter to determine your new sampling time. You will be given a laminated copy of these to carry with you in the field. To do this, locate the custom template length of across the top of the table and the custom template width across the side of the table. Follow each row and column across to the cell where they intersect. This is the sampling time in seconds. To convert seconds to minutes, use the chart on the back of the Sampling Time table or following the table at the end of this chapter (Exhibit 7-4).

- **Bed Type:** You will be required to record the type of bed from which the sample was taken, as shown below:

The image shows a screenshot of a data entry form. The 'Bed Type' dropdown menu is open, displaying the following options: Mattress bed, Crib, Sleeper sofa, Sofa, Cot, Floor, and Bunk Beds. Other visible fields include 'Bed Surface', 'Impermeabl...', 'stic mattress?', and 'ery pillow?'.

- Possible bed type entries are:
 - Mattress bed – This is any bed with a traditional mattress. It may or may not have a box spring. A futon mattress or futon sofa is a type of mattress bed (without a box spring). **A water bed and an inflatable bed would be considered a mattress bed.**
 - Crib – An enclosed bed used by a child. A crib is generally smaller than a standard bed.
 - Sleeper Sofa – A sofa that can be made to serve as a bed by lowering its back to horizontal position or by pulling out a concealed mattress. A futon sofa is not considered a sleeper sofa. Select ‘sleeper sofa’ only if the SP sleeps in the sofa when it is pulled out into a bed.
 - Sofa – A long, upholstered seat, usually with arms and a back that cannot be converted into a bed. Also called a couch. If a sleeper sofa is not pulled out into a bed when the SP sleeps on it, select ‘Sofa.’
 - Cot – A small, usually collapsible bed, often made of fabric stretched on a frame.
 - Floor – Bedding, such as blankets or sleeping bag, placed directly on the floor. The SP can sleep directly on the floor, as well.
 - Bunk Beds – Bed stacked one on top of the other.

- **Bed Surface:** You then need to record the type of surface vacuumed on the allergen data collection screen, as shown below:

Bed Type: <input type="text" value="Mattress bed"/>	Bed Surface: <input type="text"/>
Impermeable mattress cover or plastic mattress?	<input type="text" value="Sheet"/> <input type="text" value="Mattress pad or cover"/> <input type="text" value="Bare mattress"/> <input type="text" value="Blanket, bedspread, or comforter"/>
Impermeable pillow cover on primary pillow?	<input type="text"/>

Possible entries are:

- Sheet - typically this will be a fitted bed sheet,
- Mattress pad or cover – If the bed sheets are missing, there will be either a mattress pad or a cover on the mattress.
- Bare mattress – nothing on the bed but a bare mattress.
- This would also include someone sleeping directly on the floor without a sleeping bag or sheet.
- Blanket, bedspread, sleeping bag, or comforter – If the SP sleeps on a mattress bed, but sleeps on top of a blanket, bedspread or comforter or in a sleeping bag.

- **Impermeable mattress cover or plastic mattress? Impermeable pillow cover on primary pillow?** – Identify whether or not an impermeable cover has been placed on the mattress or the pillow and enter in the boxes shown below:

Impermeable mattress cover or plastic mattress?	<input type="text"/>
Impermeable pillow cover on primary pillow?	<input type="text" value="Yes"/> <input type="text" value="No"/> <input type="text" value="Don't Know"/>

Impermeable or Allergen-Proof Mattress Pad

Impermeable mattress cover or plastic mattress?	<input type="text" value="Yes"/>
Impermeable pillow cover on primary pillow?	<input type="text"/>
Floor Sample Collected	
<input checked="" type="checkbox"/> Floor Sample Collected	Reason: <input type="text" value="Pillow not present on bed"/> <input type="text" value="Can't determine primary pillow"/> <input type="text" value="Don't know"/>

Impermeable or Allergen-Proof Pillow Cover

The definition of **primary pillow includes all sleeping pillows on the bed or used by the SP**. If more than one pillow is on the bed, all pillows must be encased with impermeable pillow covers in order to enter “Yes” for this field. Choices are:

- Yes – The mattress (or primary pillow) is encased, and the material is consistent with impermeable fabric (See discussion below for how to assess whether a cover is “impermeable.”) **A water bed or inflatable bed would be considered to be encased in an impermeable mattress cover.**
- No – The mattress (or primary pillow) is not encased.
- Don’t know – Mark this choice when you cannot determine if a zippered cover is impermeable or not and the respondent does not know either. Use your samples of impermeable fabric to attempt to make identification.

For pillow covers, there are also the following options:

- Pillow not present on bed – There are no pillows on the bed and the primary pillow cannot be identified.
- Can't determine primary pillow – If the respondent cannot identify the primary pillow(s) and inferences cannot be made by the AT.

Impermeable mattress and pillow covers or encasings are specially designed, **zippered** covers for pillow, mattresses, and box springs. They are designed to block dust mite allergen movement so that individuals won’t breathe in dust mite allergen while they sleep. For this study, we are not interested in coverings on the box springs, only the top mattress and primary pillow(s). If the cover is not zippered, it is not an impermeable cover.

Impermeable Fabrics

There are three basic types of impermeable mattress and pillow covers:

1. **Vinyl** – Plastic encasing. These are uncomfortable and not used much any more. Vinyl bottom sheets may be found on the beds of small children who still wet their beds, however these are not considered impermeable mattress covers unless they fully encase the mattress and are zipped shut.
2. **Laminate** – A plastic sheet that is fused to a fabric. The fabric is on the outside to provide more comfort.
3. **Microfiber** – These are constructed of very thin fibers that are woven so tightly together that the space between the weave of the fibers is too small to allow allergen particles and dust mites to pass through. There is no plastic sheet. A variety of different types of woven fabrics are available. One common

characteristic of all woven impermeable fabric is that it has a very tight weave, a high thread count and a small pore size.

If there is a zippered cover but you cannot tell if it is impermeable or not, ask the respondent.

Step-By-Step Instructions for Determining if Impermeable Covers are Present

The following steps should be taken to determine whether or not a mattress or pillow has an impermeable cover and how to enter the results of your determination. You should always first try and determine if a cover is impermeable yourself. Only ask the respondent when you see a zippered cover but cannot tell if it is impermeable or not.

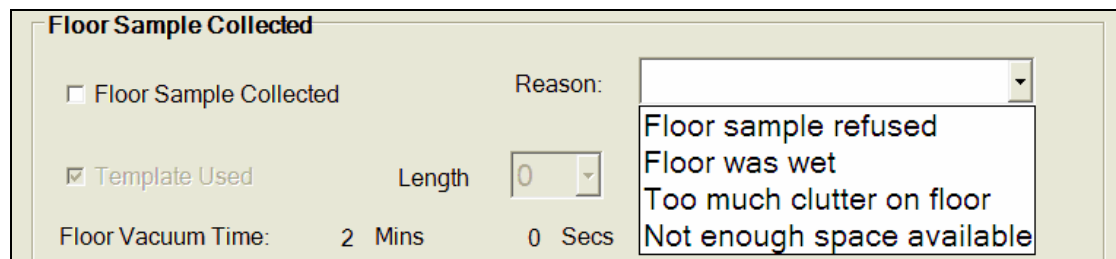
1. Inspect the mattress and pillow to see if they have fully encasing, zippered covers.
 - a. If answer is “No,” SELECT NO
 - b. If answer is “Yes,” GO TO 2.
2. **Is the fully encasing zippered cover made of fabric consistent with impermeable material (vinyl, laminate or microfiber, see your fabric samples and descriptions below).**
 - a. If answer is “Yes,” SELECT YES
 - b. If answer is “No,” SELECT NO
 - c. If answer is “Don’t know,” GO TO 3.
3. **Ask respondent while pointing at the cover: “Is this cover an allergen-proof cover?” If prompted, define allergen-proof cover: “It is a special cover for your pillows or mattress that keeps things that cause allergies out.”**
 - a. If respondent answers “No,” ENTER NO
 - b. If respondent answers “Yes,” ENTER YES
 - c. If respondent answers “I don’t know,” ENTER DON’T KNOW.

Points to remember:

- If a cover is not fully encasing and zippered, the fabric does not need to be evaluated because any cover would not be considered impermeable..
- The fabric of the fully encasing, zippered cover must be made of impermeable fabric, consistent with the fabric samples you have.
- Only ask the respondent about the covers if you, upon inspection of the bed and pillows, are not sure if the fully encasing cover with a zipper is allergen-proof or not.
- "I DON'T KNOW" should only be selected if there is a fully encasing zippered cover that you cannot determine by both your own examination **AND** by asking the respondent whether it is allergen-proof. We want you to ask the respondent only if you cannot determine on your own if a zippered cover is or is not impermeable.

7.2.2 Floor Sample Collection

- **Floor Sample Collected/Reasons** – It is possible that the floor component of the sample may not be taken. The field will be prefilled with a check mark. If a sample cannot be collected, you must indicate so on the screen by placing the curser in the field and tapping to eliminate the check mark, as shown below:



The screenshot shows a form titled "Floor Sample Collected" with the following fields and options:

- Floor Sample Collected
- Reason: [Dropdown menu]
- Template Used
- Length: [0] [Dropdown arrow]
- Floor Vacuum Time: 2 Mins 0 Secs

The dropdown menu for "Reason:" is open, showing the following options:

- Floor sample refused
- Floor was wet
- Too much clutter on floor
- Not enough space available

- You then will be required to select a reason why the sample cannot be collected from a drop-down list. Reasons for not collecting the floor sample include:
 - Floor sample refused,
 - Floor was wet,
 - Too much clutter on floor, or
 - Not enough space available (assuming the sampling area was <0.25 square yards, this will be automatically entered).

If the floor area sample cannot be collected, but bed area can be collected, you can still collect the bed sample. This will be considered a partial sample.

- **Template Used-Length/Width – Floor Vacuum Time** – The *Template Used* field will be prefilled with a check mark, just as was described above for the bed sample. If the standard template can be used no action is necessary on your part. The time to vacuum will automatically be displayed as ‘2 minutes.

It is possible that you will not be able to use the standard template because the area to vacuum will not accommodate the template. If the template cannot be used you must indicate this by placing your cursor in the field and tapping to eliminate the check mark. At that point, you will be required to mark off the area to be vacuumed using the procedures described in Section 6.1 of the manual and enter the new width and length in inches in the *Length* and *Width* fields. The application will then automatically calculate the new vacuum time and display it in the *Vacuum Time* field.

If the area taped off is less than 0.25 square yards, a pop up box will appear and ask *Can area size be increased?* If you can increase the template size, select ‘Yes,’ then redo the template, making it larger. Remeasure the length and width and enter them into the *Length* and *Width* fields. If you cannot increase the size, select *No*, and the application will automatically deselect *Floor Sample Collected* and enter a reason for no floor sample of *Not enough space available*.

If you create a template that is larger than 1.11 square yards (1440 square inches), a pop up box will appear and say *Total area greater than allowable limit. Please change.* You must then decrease the length and/or width of the template, remeasure the length and width and enter them into the *Length* and *Width* fields.

NOTE: If the standard template cannot be used, you must complete the process described above before the collection process can begin in order for the correct vacuuming time to be displayed. **Be sure to set your timer to the adjusted time.**

NOTE: If the application or tablet is not working, use the Sampling Time table provided to you at the end of this chapter to determine your new sampling time. You will be given a laminated copy of these to carry with you in the field. To do this, locate the custom template length across the top of the table and the custom template width across the side of the table. Follow each row and column across to the cell where they intersect. This is the sampling time in seconds. To convert seconds to minutes, use the chart on the back of the Sampling Time table or following the table at the end of this chapter.

- **Type of floor covering:** You should also indicate the type of flooring that was vacuumed, as shown below:

The screenshot shows a web-based data entry form. On the left, there is a label 'Type of Floor Covering:' followed by a text input field. Below this, there is another label 'Label with Sample ID: 84'. A dropdown menu is open, displaying four options: 'Low pile carpet or rug', 'Medium to high pile carpet or rug', 'Smooth surface', and 'Combination of carpet and smooth surface'. At the bottom center of the form, there is a button labeled 'Go To Collection Matrix'. The form has a light beige background and is framed by a thin black border.

Your possible entries are:

- Low pile carpet or rug – A low pile carpet has a fiber length of less than or equal to ½ inch. This should be estimated.
- Medium to High pile carpet or rug – A medium to high pile carpet has a fiber length of longer than ½ inch. This should be estimated.
- Smooth surface – Any smooth flooring material, such as bare wood, manufactured wood flooring, vinyl tile or ceramic tile, linoleum, concrete, etc.
- Combination of carpet and smooth surface – If your vacuum area covers both carpet and smooth floor, e.g., where a small mat is beside the bed, mark this code.

NOTE: When you are having a hard time determining whether a carpet is low or medium to high pile, enter it as medium to high.

7.3 Room Screen Specification

After completing the sampling process and entering information into the **Allergen Sample Collection** screen, tap on the lower right arrow key to move to the next screen, the **Room Data Collection** screen (Exhibit 7-3). Here you will be required to enter a room description and the relative humidity (abbreviated here as humidity) and temperature in the room. A sample of the Room Data Collection screen is shown below.

Exhibit 7-3. Room Data Collection screen

The screenshot shows a software window titled "Allergy - [Room Data Collection]". The window has a menu bar with "File", "Utilities", "Window", and "Help". Below the menu bar is a toolbar with several icons. The main content area is divided into two sections:

- Sample Information:** This section contains two rows of data. The first row shows "Room Number: 1" and "SPs" with a list containing "JOHN MILLER" (highlighted in blue) and "SUE MILLER". The second row shows "Beds in the Room: 1".
- Room Information:** This section contains three rows of data. The first row is "Room Description:" followed by a dropdown menu. The second row is "Humidity:" followed by two dropdown menus showing "55" and ".0", and a "%" symbol. The third row is "Temperature" followed by two dropdown menus showing "75" and ".0", and an "F" symbol.

At the bottom of the window, there are two arrow keys (left and right) and a button labeled "Go To Collection Matrix".

- *Sample Information-Room Number-Beds in room-SPs* – This information is pre filled. The data comes from the information you have entered on the Allergen Collection Matrix screen. Confirm that this is the room for which you are entering information.
- *Room Description:* This field defines the type of room in which the bed sampled is located, as shown below:

Room Information

Room Description:

Humidity:

- Bedroom with a doorway – Room should be used exclusively as bedroom and have a door that can be shut.
 - Separate area without a doorway – Room should be used exclusively as a bedroom, but does not have a door that can be shut. It may have a cased opening with no door.
 - Shared area – This includes rooms or areas which are used for other purposes when the SP is not sleeping there, e.g., a living room or den.
- *Humidity and Temperature:* You will be required to measure the humidity and temperature of the room, using a Humidity and Temperature Pen.
 - The instructions for the use of this device appear below.
 - Press the ON/OFF button to turn to meter ON. Give the instrument at least 2 minutes to equilibrate to the room’s temperature and humidity. You can set this up when you enter the room. By the time you are done with sample collection, the pen will be equilibrated and read to read. The humidity will be displayed in the upper display and the temperature will be displayed in the lower display, as illustrated in the picture below:



- In this picture, humidity is 54.7% and temperature is 75.1°F. In this example, the temperature would be recorded as ‘75’ in the first field and ‘.1’ in the second field. In this example for humidity, ‘54’ would be recorded in the first field and ‘.7’ would be recorded in the second field. During normal operation, the only icons that should be displayed will be the humidity reading, followed by a “%”, and the temperature, followed by an “F”. If any other icons are displayed, the meter may be in a non-standard mode that must be reset. This is described in detail below.

- The meter also has a HOLD button, a MIN/MAX button and an RESET button. You will not need to use these additional buttons, however, it is possible they may be accidentally pushed and you will need to know how to reset the meter if this happens.
 - HOLD – When HOLD is pressed and held, the meter freezes the reading in the display. “HLD” will appear in the upper right hand side of the meter. To cancel HOLD, press and hold the RESET button until the “HLD” icon disappears from the display. This will return the meter to normal operation.

 - MIN/MAX – When the MIN/MAX button is pressed and held, “MIN” will appear in the upper right hand side of the display. The reading in the display will change to the lowest humidity and temperature, measurements made since the meter was turned on or last reset. Press and hold the MIN/MAX button again and “MAX” will appear on the display. The reading will be the highest humidity and temperature measurements made since the meter was turned on or reset. Press and Hold the MIN/MAX button again and the meter will return to normal operation. **BE SURE WHEN YOU TAKE A READING THAT “MIN” OR “MAX” IS NOT DISPLAYED.** Pressing the RESET button will not return the meter to normal operation; you must do it using the MIN/MAX button only.

- RESET – The RESET button is used to RESET the instrument when the data hold function is in operation. Remember, this freezes the reading in the display and is indicated by the HLD icon in the upper right-hand corner of the meter display. Select reset and hold until the HLD icon disappears.

- °F/°C CAL – This is used to set the temperature units between Fahrenheit (°F) and Celsius (°C). The instrument is preset to read in °F. This is indicated by an “F” in the lower right hand corner of the display following the temperature reading. **DO NOT DEPRESS THIS RESET BUTTON.**

- You must be careful **not to breathe on or too close to the instrument’s probe while you are taking a reading.** The moisture from your exhaled breath can alter the humidity reading for the room. You can use the HOLD button to lock the humidity and temperature before recording the reading. If you do this, remember to cancel HOLD by pressing and holding the REST button.

- You should also never place the instrument on a television, or by a heater or air conditioner or fan. Any of these may give you an artificial temperature reading.
 - The meter will automatically shut off after a period of about 20 minutes. This will prevent the battery from draining when the instrument is not in use. If this happens while in use, the screen will go blank. Simply press the ON/OFF button and the meter will turn back on. You must give the meter at least 2 minutes to re-equilibrate before taking a reading.
 - When the instrument is turned on, it automatically runs through an internal diagnostic test. An error message will appear in the screen if the meter fails this test. The possible error messages are “E2” and “E5”. If either of these messages occurs, the instrument must be sent back to the Westat offices in Rockville.
 - **AT THE END OF EACH STAND** send the temperature and humidity pen back to Westat home offices for calibration.
- Humidity and temperature readings are entered on the Room Data Collection screen as follows: To enter humidity, you must first enter the numbers to the left of the decimal point. Select the first number field and scroll down until you reach the correct humidity, then select that number, as shown below:

The screenshot shows the 'Room Information' data entry screen. At the top, there is a 'Room Description' dropdown menu currently set to 'Shared area'. Below this, the 'Humidity' section has a dropdown menu showing the number '55', a decimal point dropdown set to '.0', and a '%' symbol. The 'Temperature' section has a dropdown menu with a list of numbers from 21 to 32, with '26' highlighted in blue. At the bottom right, there is a button labeled 'Go To Collection Matrix'. Navigation arrows are visible at the bottom left and right corners.

Likewise, to enter the number to the right of the decimal point, select the next field and scroll down until you find the right number, and then highlight that number, as shown below:

The screenshot shows a 'Room Information' form. The 'Room Description' field contains 'Bedroom with a doorway'. The 'Humidity' field has a value of '26' and a unit of '%'. The 'Temperature' field has a value of '75' and a unit of 'F'. A dropdown menu is open for the decimal part of the humidity, showing options from '.0' to '.9'. The '.0' option is currently selected and highlighted in blue. At the bottom of the form, there is a 'Go To Collection Matrix' button and two blue arrow icons pointing left and right.

Follow the same procedure to enter the temperature reading in the appropriate temperature boxes.

7.4 Check Information Screen

When you advance to the next screen, you will see the check information screen. This screen is used to enter information regarding whether any of the SP's in the family recently moved, as well as the number of the check issued to the family at the end of the household visit. These are described in detail in Chapter 8.

7.5 Data Collection if the Tablet Does Not Work

In the event that your tablet stops working in the field, you can still proceed with dust collection, but will enter allergen data collection and room data collection information on the hard-copy data collection forms on the inside cover of the family's Allergen Contact folder.

On this form, each sample is given its own data collection matrix, as shown below:

SP Name/ID:				Room #:	Bed #:	
BED SAMPLE						
Bed Sample Collected: Yes No →				If No,	Refused	Bed occupied
Template used: Yes No				Reason:	Bed wet	Not enough space
Length:	Width:	Sampling Time:		Bed Surface:	Sheet	Bare mattress
Bed Type:	Mattress	Sleeper sofa	Cot		Mattress pad	Blanket, bedspread...
	Crib	Sofa	Crib	Imperm Pillow Covers:	Yes	No
Imperm Mattress Covers:	Yes	No	DK		No Pillows	DK
FLOOR SAMPLE						
Floor Sample Collected: Yes No →				If No,	Refused	Too much clutter
Template Used: Yes No				Reason:	Floor wet	Not enough space
Length:	Width:	Sampling Time:				
Type of Floor Covering:	Low pile carpet		Med/high pile carpet	Smooth surface	Combination	

This matrix contains all of the information entered onto the tablet for each sample. The only difference is that if you create your own template, you will need to look up the new sampling time using a separate table found at the end of this chapter (Exhibit 7-5). To find the adjusted sampling time, take the longer side of the template you created and find its length to the nearest inches across the top of the table. Then go down the column for that length until you find the corresponding length of the shorter side of the template. The number in the intersection of the two lengths is the adjusted sampling time. If you find a '<', this means the template is too small and you must make length one of the sides. If you find a '>', this means the template is too long and you must shorten one of the sides.

Room data collection information is entered on the matrix on the upper left hand-side of the form, as shown below:

Check Number _____

Allergen Collection Matrix								
SP Name	SP ID	Room #	Bed #	NC/Reason	Room Type	Humidity	Temp	SP Moved?
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N
						%	°F	Y*/N

NC Reason: IR=Initial Refusal; TB=Too busy; DW=Don't want AT in home; NR=Negative reaction to MEC; NC= Not compensated enough; LP=Language problem; OT=Other, specify

Room Type: BD=Bedroom w/ doorway; BN=Separate area w/out doorway; SA=Shared area

Have (you/any of the SPs listed in the above matrix) moved since the time (you/they) were interviewed for the study in (your/their) home?

CIRCLE Y OR N IN THE "SP MOVED?" COLUMN.

* IF YOU CIRCLE Y, RECORD UPDATED ADDRESS FOR EACH SP IN THE "CHANGE OF ADDRESS" SECTION ON NEXT PAGE.

For each room, enter the room type using the abbreviations defined below the table and enter the corresponding temperature and relative humidity.

You will also use section of the Hard Copy Collection Form to enter information regarding whether any of the SP's in the family recently moved, as well as the number of the check issued to the family at the end of the household visit. A detailed description of how this information should be entered is given in Chapter 8.

Exhibit 7-4. Converting Seconds to Minutes and Seconds

Time in Seconds	Time in minutes and seconds
60	1 min
61	1 min 1 sec
62	1 min 2 sec
63	1 min 3 sec
64	1 min 4 sec
65	1 min 5 sec
66	1 min 6 sec
67	1 min 7 sec
68	1 min 8 sec
69	1 min 9 sec
70	1 min 10 sec
71	1 min 11 sec
72	1 min 12 sec
73	1 min 13 sec
74	1 min 14 sec
75	1 min 15 sec
76	1 min 16 sec
77	1 min 17 sec
78	1 min 18 sec
79	1 min 19 sec
80	1 min 20 sec
81	1 min 21 sec
82	1 min 22 sec
83	1 min 23 sec
84	1 min 24 sec
85	1 min 25 sec
86	1 min 26 sec
87	1 min 27 sec
88	1 min 28 sec
89	1 min 29 sec
90	1 min 30 sec
91	1 min 31 sec
92	1 min 32 sec
93	1 min 33 sec
94	1 min 34 sec
95	1 min 35 sec
96	1 min 36 sec

Time in seconds	Time in minutes and seconds
97	1 min 37 sec
98	1 min 38 sec
99	1 min 39 sec
100	1 min 40 sec
101	1 min 41 sec
102	1 min 42 sec
103	1 min 43 sec
104	1 min 44 sec
105	1 min 45 sec
106	1 min 46 sec
107	1 min 47 sec
108	1 min 48 sec
109	1 min 49 sec
110	1 min 50 sec
111	1 min 51 sec
112	1 min 52 sec
113	1 min 53 sec
114	1 min 54 sec
115	1 min 55 sec
116	1 min 56 sec
117	1 min 57 sec
118	1 min 58 sec
119	1 min 59 sec
120	2 min
121	2 min 1 sec
122	2 min 2 sec
123	2 min 3 sec
124	2 min 4 sec
125	2 min 5 sec
126	2 min 6 sec
127	2 min 7 sec
128	2 min 8 sec
129	2 min 9 sec
130	2 min 10 sec
131	2 min 11 sec
132	2 min 12 sec
133	2 min 13 sec

Exhibit 7-5. Sampling Time table

Sampling Time: Select length and width (in inches) from the top row and left column. Length and width are interchangeable. The cell where the column and row intersect is the sampling time in seconds. If <, area too small; if > area too big.

	12	13	14	15	16	17	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	70
12	<	<	<	<	<	<	<	<	<	<	<	31	33	36	38	40	42	44	47	49	51	53	56	58	60	62	64	67	69	71	73	76	78
13	<	<	<	<	<	<	<	<	<	<	31	34	36	39	41	43	46	48	51	53	55	58	60	63	65	67	70	72	75	77	79	82	84
14	<	<	<	<	<	<	<	<	<	31	34	36	39	41	44	47	49	52	54	57	60	62	65	67	70	73	75	78	80	83	86	88	91
15	<	<	<	<	<	<	<	<	31	33	36	39	42	44	47	50	53	56	58	61	64	67	69	72	75	78	81	83	86	89	92	94	97
16	<	<	<	<	<	<	<	30	33	36	39	41	44	47	50	53	56	59	62	65	68	71	74	77	80	83	86	89	92	95	98	101	104
17	<	<	<	<	<	<	30	33	36	39	41	44	47	50	54	57	60	63	66	69	72	76	79	82	85	88	91	94	98	101	104	107	110
18	<	<	<	<	<	30	33	37	40	43	47	50	53	57	60	63	67	70	73	77	80	83	87	90	93	97	100	103	107	110	113	117	
19	<	<	<	<	30	32	35	39	42	46	49	53	56	60	63	67	70	74	77	81	84	88	91	95	99	102	106	109	113	116	120	123	
20	<	<	<	30	31	33	37	41	44	48	52	56	59	63	67	70	74	78	81	85	89	93	96	100	104	107	111	115	119	122	126	130	
21	<	<	<	31	33	35	39	43	47	51	54	58	62	66	70	74	78	82	86	89	93	97	101	105	109	113	117	121	124	128	132	>	
22	<	<	31	33	35	37	41	45	49	53	57	61	65	69	73	77	81	86	90	94	98	102	106	110	114	118	122	126	130	>	>	>	
23	<	30	32	34	36	38	43	47	51	55	60	64	68	72	77	81	85	89	94	98	102	106	111	115	119	124	128	132	>	>	>	>	
24	<	31	33	36	38	40	44	49	53	58	62	67	71	76	80	84	89	93	98	102	107	111	116	120	124	129	133	>	>	>	>	>	
25	<	30	32	35	37	39	42	46	51	56	60	65	69	74	79	83	88	93	97	102	106	111	116	120	125	130	>	>	>	>	>	>	
26	<	31	34	36	39	41	43	48	53	58	63	67	72	77	82	87	91	96	101	106	111	116	120	125	130	>	>	>	>	>	>	>	
27	30	33	35	38	40	43	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	>	>	>	>	>	>	>	>	
28	31	34	36	39	41	44	47	52	57	62	67	73	78	83	88	93	99	104	109	114	119	124	130	>	>	>	>	>	>	>	>	>	
29	32	35	38	40	43	46	48	54	59	64	70	75	81	86	91	97	102	107	113	118	124	129	>	>	>	>	>	>	>	>	>	>	
30	33	36	39	42	44	47	50	56	61	67	72	78	83	89	94	100	106	111	117	122	128	133	>	>	>	>	>	>	>	>	>	>	>
31	34	37	40	43	46	49	52	57	63	69	75	80	86	92	98	103	109	115	121	126	132	>	>	>	>	>	>	>	>	>	>	>	>
32	36	39	41	44	47	50	53	59	65	71	77	83	89	95	101	107	113	119	124	130	>	>	>	>	>	>	>	>	>	>	>	>	>
33	37	40	43	46	49	52	55	61	67	73	79	86	92	98	104	110	116	122	128	>	>	>	>	>	>	>	>	>	>	>	>	>	>
34	38	41	44	47	50	54	57	63	69	76	82	88	94	101	107	113	120	126	132	>	>	>	>	>	>	>	>	>	>	>	>	>	>
35	39	42	45	49	52	55	58	65	71	78	84	91	97	104	110	117	123	130	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
36	40	43	47	50	53	57	60	67	73	80	87	93	100	107	113	120	127	133	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
37	41	45	48	51	55	58	62	69	75	82	89	96	103	110	116	123	130	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
38	42	46	49	53	56	60	63	70	77	84	91	99	106	113	120	127	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
39	43	47	51	54	58	61	65	72	79	87	94	101	108	116	123	130	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
40	44	48	52	56	59	63	67	74	81	89	96	104	111	119	126	133	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
41	46	49	53	57	61	65	68	76	84	91	99	106	114	121	129	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
42	47	51	54	58	62	66	70	78	86	93	101	109	117	124	132	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
43	48	52	56	60	64	68	72	80	88	96	104	111	119	127	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
44	49	53	57	61	65	69	73	81	90	98	106	114	122	130	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
45	50	54	58	63	67	71	75	83	92	100	108	117	125	133	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
46	51	55	60	64	68	72	77	85	94	102	111	119	128	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>

8. ENDING THE COLLECTION PROCESS IN THE HOME

8.1 Entering Information About Sample Persons Who Have Moved

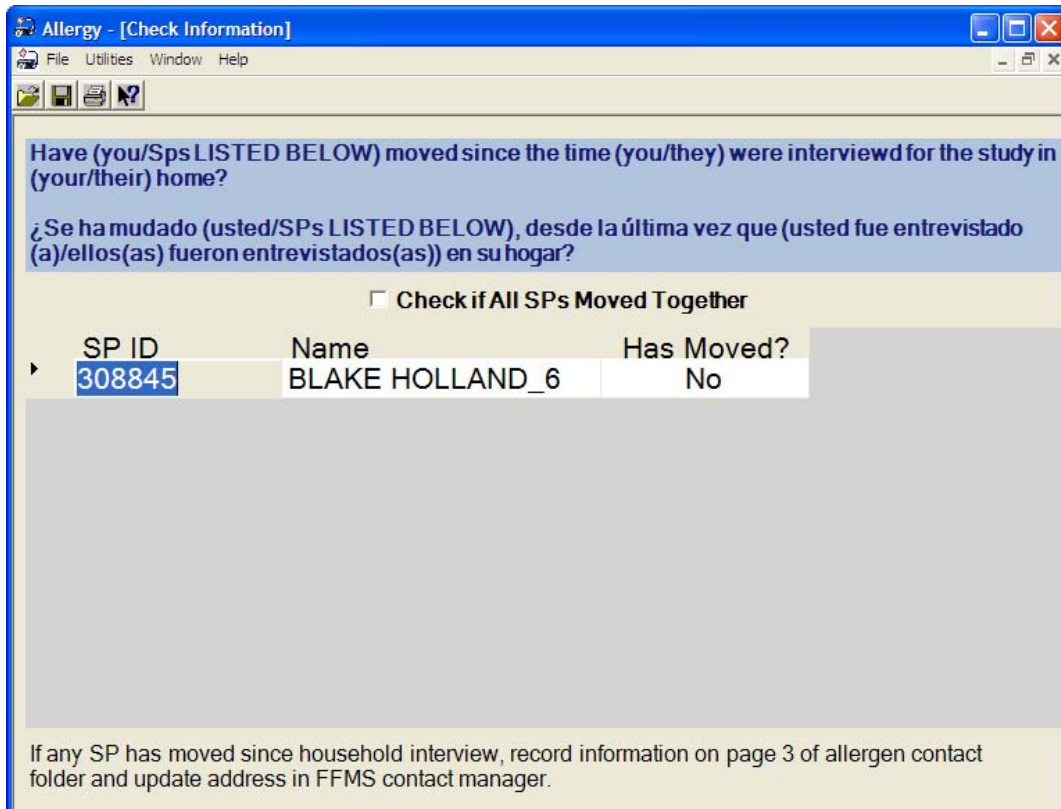
The NHANES in-home health interview, conducted as part of the main study contains a set of questions about indoor allergens and allergic disease associated with indoor allergens. This data will be analyzed **together** with the allergen dust samples the AT collects in the home. If SPs have moved from the time the allergen questions were asked the questions cannot be analyzed **together** with the samples collected. It is important therefore to know about any SPs who have moved from the time of the health interview and the time of allergen dust collection.

There are several circumstances you may encounter:

- The entire family (including all sample persons) has moved since the time of the health interview. In this situation you may have tracked the family to the new address or you may have found out about the move through your supervisor.
- One or more of the SPs have moved out of the household and you have found them in their new household.
- One or more of the SPs have moved out of the household and you have not located them.

After all collections for SPs have been completed, you will ask a final question about SPs who have moved since the time the NHANES in-home health interview was completed and record information about SPs who have moved on the matrix (Exhibit 8-1).

Exhibit 8-1. Allergy application: moving question screen



Have (you/SPs LISTED BELOW) moved since the time (you/they) were interviewed for the study in (your/their) home?

¿Se ha mudado (usted/SPs LISTED BELOW), desde la última vez que (usted fue entrevistado (a)/ellos(as) fueron entrevistados(as)) en su hogar?

Check if All SPs Moved Together

SP ID	Name	Has Moved?
308845	BLAKE HOLLAND_6	No

If any SP has moved since household interview, record information on page 3 of allergen contact folder and update address in FFMS contact manager.

The matrix contains the SP ID assigned to the sample person and the name of each sample person who was in the family at the time of the NHANES in home health interview. Next to the SP name is a column labeled HAS MOVED. The default response in the column is NO. If the answer to the question is “Yes,” change the NO in the corresponding column to YES.

If one or more SPs have **permanently** moved, you should change the response to a “Yes” for those SPs. If one or more SPs have moved **temporarily**, you should contact your supervisor immediately and discuss the circumstances with him or her. These cases will be handled on a case-by-case basis. They will instruct you how to answer the question.

If all SPs in the family have moved, check the box marked “Check if all SPs Moved Together.” The computer will automatically fill in all columns with YES.

Note the instructions at the bottom of the screen. If you find out about a new address, you are required to record the information on page 3 of the Allergen Contact Folder (Exhibit 8-2) and enter the information in Contact Manager.

Exhibit 8-2. Allergy Contact Folder: page 3

Change of Address:		
RECORD CURRENT ADDRESS		
<input type="checkbox"/> All Family Members Moved (record only once)		
NAME	SP ID	ADDRESS CHANGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
CONFIRM THAT NEW ADDRESS IS IN CONTACT MANAGER IN FFMS		

8.2 Respondent Payment

When all samples from all SPs in the family are completed or otherwise finalized, the family will receive a \$50 remuneration check. The check should be given to an adult member of the family who is 18 years of age or older—preferably one of the heads of the family—who offered the most assistance in the collection process. The respondent must sign a receipt acknowledging receipt of payment. The receipt should be completed as shown below (Exhibit 8-3) and the AT should give the respondent the white copy.

The yellow copy of the receipt should be kept and sent to your supervisor every Monday. At the end of work at the stand, the allergen technician will be required to return all unused checks for reconciliation with receipts. If errors are made in a check and a new check is written, write VOID on the unused check and send to your allergen supervisor along with all the yellow receipts. This usually is done when mailing weekly time sheets.

Exhibit 8-3. Receipt of payment

RECEIPT

DATE	July 31 st , 2006	No.	766304
FROM	"YOUR NAME"	\$	50 =
PRINT RESPONDENT'S NAME _____ DOLLARS			
<input type="radio"/> FOR RENT	ALLERGEN STUDY		
<input type="radio"/> FOR			
ACCT.		<input type="radio"/> CASH	CHECK # 1234567
PAID		<input type="radio"/> CHECK	FROM _____ TO _____
DUE		<input type="radio"/> MONEY ORDER	BY Respondent's Signature
FAMILY ID# 111-22-3333			

2501

Must be 18 yrs. old or older

Accounting requirements—must have in order to reconcile checks (as of 7-17-06)

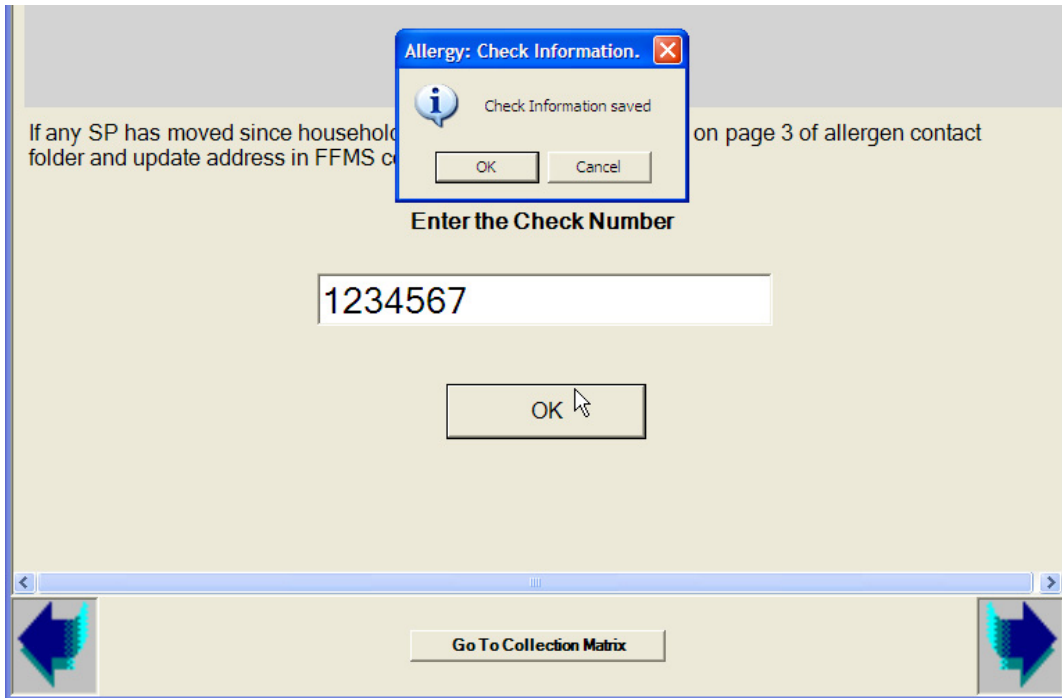
While at the household, if a respondent tells you that they will be unable to cash the check, first ask the respondent if the check can be made out to another family member who would be able to cash it. If no other family member is able to cash a check, make the check payable to cash. This situation should be rare.

If a respondent contacts you **after** the appointment and says that they are unable to cash the check, first mention that there are check cashing stores and ask if they have tried that option. As a last resort, give the respondent the field office phone number and tell them to call and arrange a time that they can take the check to the field office to be cashed by the office manager. If the field office is no longer in operation, contact your supervisor.

8.3 Entering the Payment in the Allergen Application

At the end of the allergen collection process, you will be prompted to enter the check number of the check you gave to the respondent (Exhibit 8-4). Enter the check number and tap on the forward arrow to move to the next screen.

Exhibit 8-4. Allergy application: check information box



9. POST COLLECTION PROCEDURES

9.1 Sample Transport Back to Field Office

When back in the car, place all samples in the Styrofoam container containing two cold U-tex refrigerant gel packs for transportation to the next household or to your hotel room.

Samples should be immediately transferred from the car to your hotel room at the end of the day. Your hotel room should be cooled or heated to stay at room temperature—about 70 degrees F—at all times. Room temperature can range from between 60 degrees F to 85 degrees F.

9.2 Sample Storage

Samples must be held at room temperature in your hotel room. At the end of each day, take the samples out of your car and place them in a secure place in your room. Take care not to expose the samples to temperature extremes.

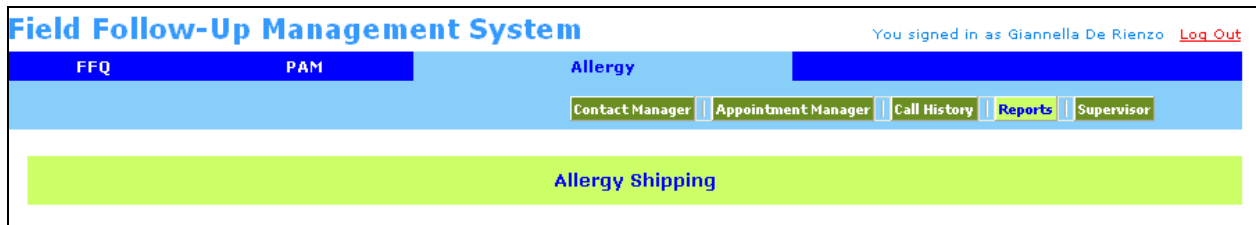
Be careful that the sample box is not accidentally treated as trash by the hotel staff. Place it in a closet or on a dresser – never on the floor near a trash can in the room.

9.3 Sample Shipping

Once a week, preferably on Monday or Tuesday, process the collected samples in the Allergy Shipping module of the FFMS, and ship them to the contract laboratory. FedEx the samples using preprinted FedEx air bills. Do not ship on a Friday or Saturday.

9.3.1 Using the Allergy Shipping Module in the FFMS

The **Allergy Shipping** module is located in the FFMS. Log on to the FFMS.



Select the **Reports** button (located to the right of Call History button) to access the **Allergy Shipping** link.



The **Allergy Shipping** window displays after the **Allergy Shipping** link has been selected.

If necessary, use the **Search Criteria** to select the **Stand**. Finally, select the **Search** button to initiate the search.

The **Allergy Shipping** window displays after the **Search** button is selected.

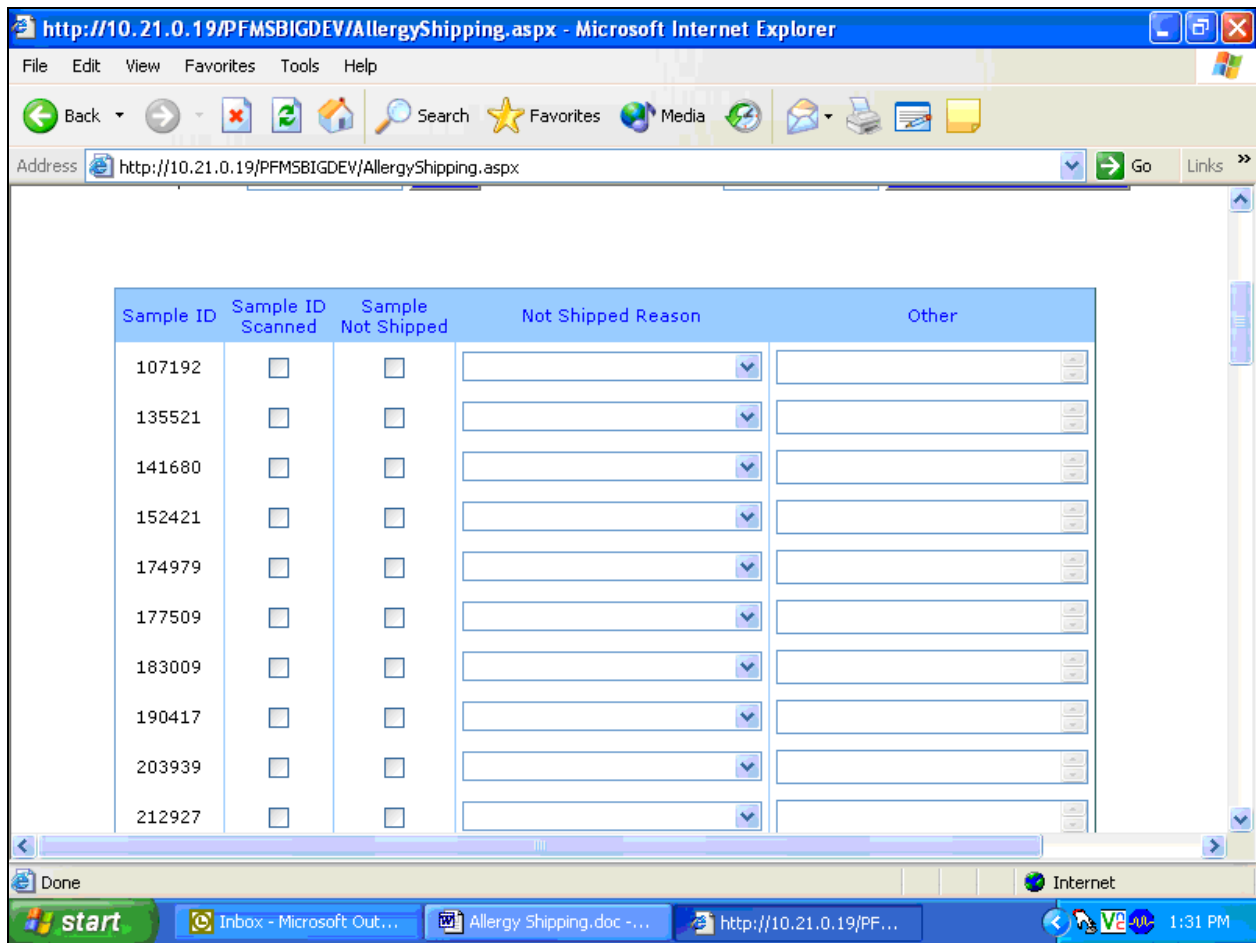
Sample ID	Sample ID Scanned	Sample Not Shipped	Not Shipped Reason	Other
120311	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
130817	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
132058	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

(The cursor appears in the Scan Sample ID text box.) The middle section of the window includes the **Scan Sample ID** and **Scan Airbill Number** text boxes and the **OK** and **Print Manifest** buttons. The lower section of the window includes a blue sample ID reconciliation box. This box includes a line listing of all the samples (**Sample ID**) marked as collected by the interviewer, a **Sample ID Scanned** checkbox, a **Sample Not Shipped** checkbox, a **Not Shipped Reason** text box, and an **Other** text Box.

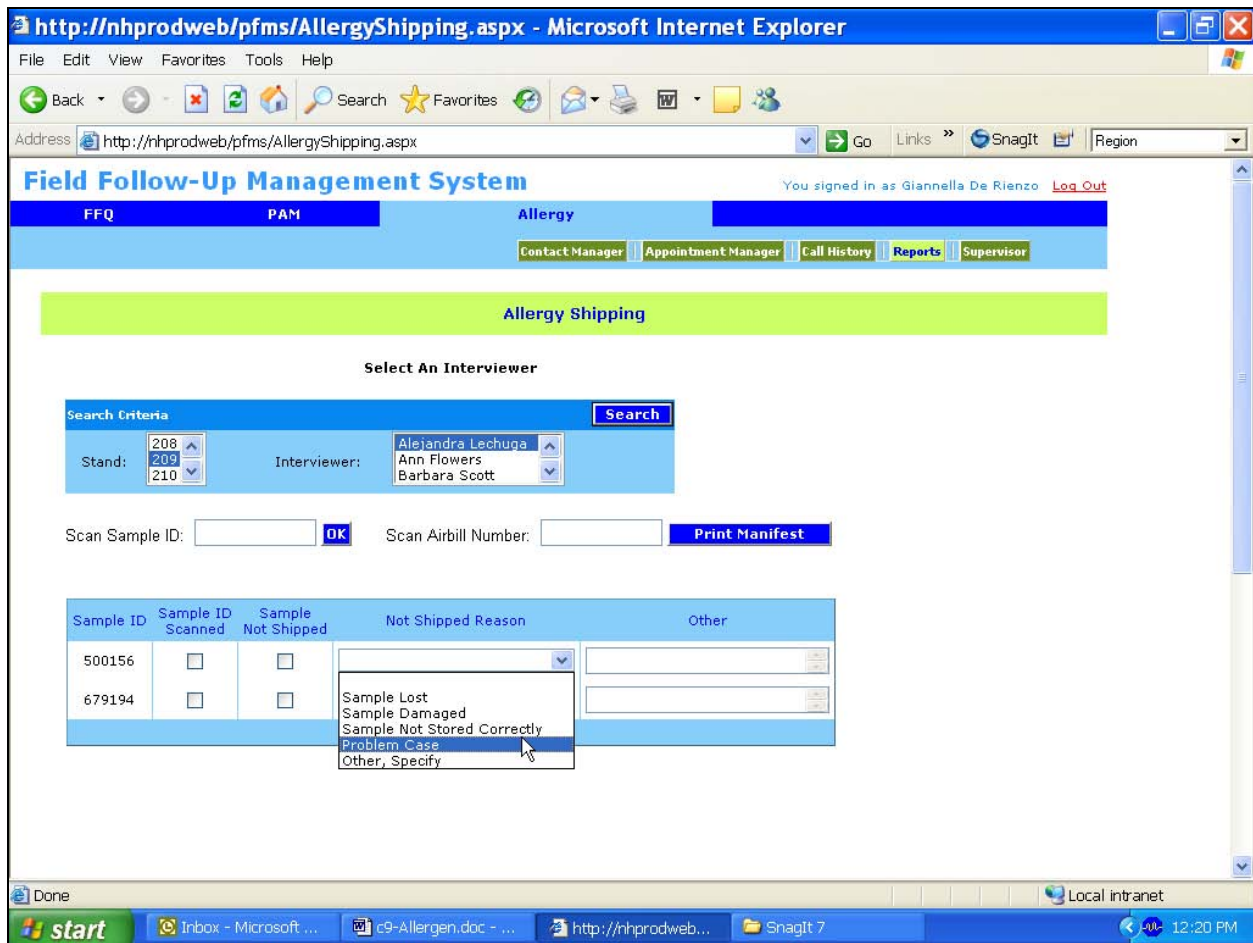
On a routine basis, place the cursor in the **Scan Sample ID:** box and wand each of the bar codes and then select **OK**. This automatically finds the sample and checks the box. If a bar code is unreadable, then use the mouse to find the sample and check the box.

Reconcile Collected Samples

Check to make sure that all checkboxes contain a check mark and physically verify that no samples are left that are not on the list. Use the lower section of the window to reconcile the physical samples with the samples marked as collected. The Sample IDs are listed numerically. Compare the ID on the Mitest to the label on the zip lock bag and then match the label on the zip lock bag to the Sample IDs listed in the blue processing box. If necessary, individually mark the **Sample ID Scanned** checkbox for each sample.



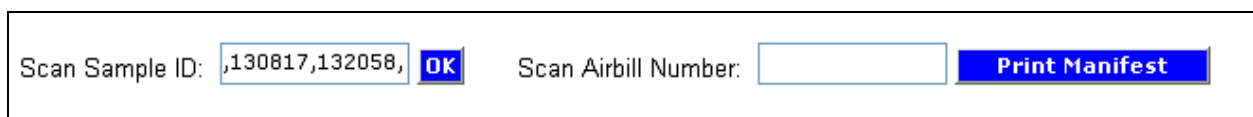
If a sample is not shipped, you need to always call your supervisor first. Your supervisor might later instruct you to place a check mark in the **Sample Not Shipped** checkbox and indicate a predetermined reason.



The reasons are located in the drop-down list. The reason choices are: Sample Lost, Sample Damaged, Sample Not Stored Correctly, Problem Case, and Other, specify. If **Other, specify** is selected, then free text the reason in the **Other** text box. **Again, before getting to this point, you must discuss the problem with your supervisor.**

Assign Reconciled Samples to a FedEx Air Bill

After all the samples are reconciled, use the middle section of the window to assign or link a sample with a FedEx air bill number.



Place the cursor in the **Scan Sample ID** text box. Use the bar code wand to scan the sample ID bar code on the top of the zip lock bag containing the Mitest Dust Collector. (Place the label on the plastic bag across the top of each bag to make it easy to scan. NEVER WRITE AN SP's NAME ON THE SPECIMEN OR PLASTIC BAG LABEL.) Swipe the pen across the bar code in a back and forth motion until the bar code is read. A comma is inserted after the sample ID number. Continue to scan additional bar codes for all the remaining samples. It is possible to type the 6-digit sample ID into the text box but this should be avoided as it is prone to error. If the sample IDs are typed into the **Scan Sample ID** box, then add 101 at the end of each 6-digit SP ID. (The sample ID is the concatenation of the SP ID and the vessel ID 101.) The system strips the vessel ID when matching.

After scanning all the samples into the **Scan Sample ID** text box, scan the air bill number located on the second page of the preprinted FedEx air bill.

Scan Sample ID: <input type="text" value="130817101,1320581"/> <input type="button" value="OK"/>	Scan Airbill Number: <input type="text" value="845625475786"/> <input type="button" value="Print Manifest"/>
--	--

It is possible to type the 12-digit FedEx air bill number but this should be avoided. Select the **Print Manifest** button to complete the reconciliation and assignment processes.

Print the hard-copy **Shipping Manifest Report**.

The screenshot shows a web browser window with the following content:

Shipping Manifest Report

Printed OK

Air Bill Number: 845625475786 Shipment Date: 5/12/2004
Lab Name: NIEHS Lab ID: 49
Address: 111 TW Alexander Dr. Contact Name: Michelle Sever
 Bldg 101/Room E259 Phone: 919-541-2999
 Research Triangle Pa, NC 27709 E-Mail: sever@niehs.nih.gov

Sample ID	Date Collected
120311101	4/17/2004
130817101	4/16/2004
132058101	4/4/2004
165435101	4/15/2004
166500101	4/6/2004
192371101	4/3/2004
204306101	4/14/2004
212226101	4/6/2004

The Shipping Manifest Report displays after the **Print Manifest** button has been selected. The **Shipping Manifest Report** is a line listing of all the samples associated with an air bill. All the samples listed on this report must be packaged together in one shipping box. The total count is displayed at the bottom of the Shipping Manifest Report.

The upper section of the Shipping Manifest Report includes the air bill number, lab name and address, lab ID number, contact name, contact telephone number, and contact email address. The lower section includes columns for Sample ID and Date Processed and a row for each processed sample. The Sample ID represents the 6-digit sample ID concatenated with the vessel ID – 101.

To print the Shipping Manifest Report, select **File** and then **Print** from the top menu bar. Once the Report has printed successfully, select the **Printed OK** button to return to the Allergy Shipping screen.

Using the Shipping Manifest Link

Use the **Shipping Manifest** link to access the Shipping Manifest for any previous shipment.



The Allergy Shipping Manifest window displays after the Shipping Manifest link has been selected.

Field Follow-Up Management System You signed in as Barbara L

[Dietary](#)
[Hepatitis C](#)
[STD](#)
[FFQ](#)
[PAM](#)
[PSA](#)
[Allergy](#)

[Contact Manager](#)
[Appointment Manager](#)
[Call History](#)
[Reports](#)

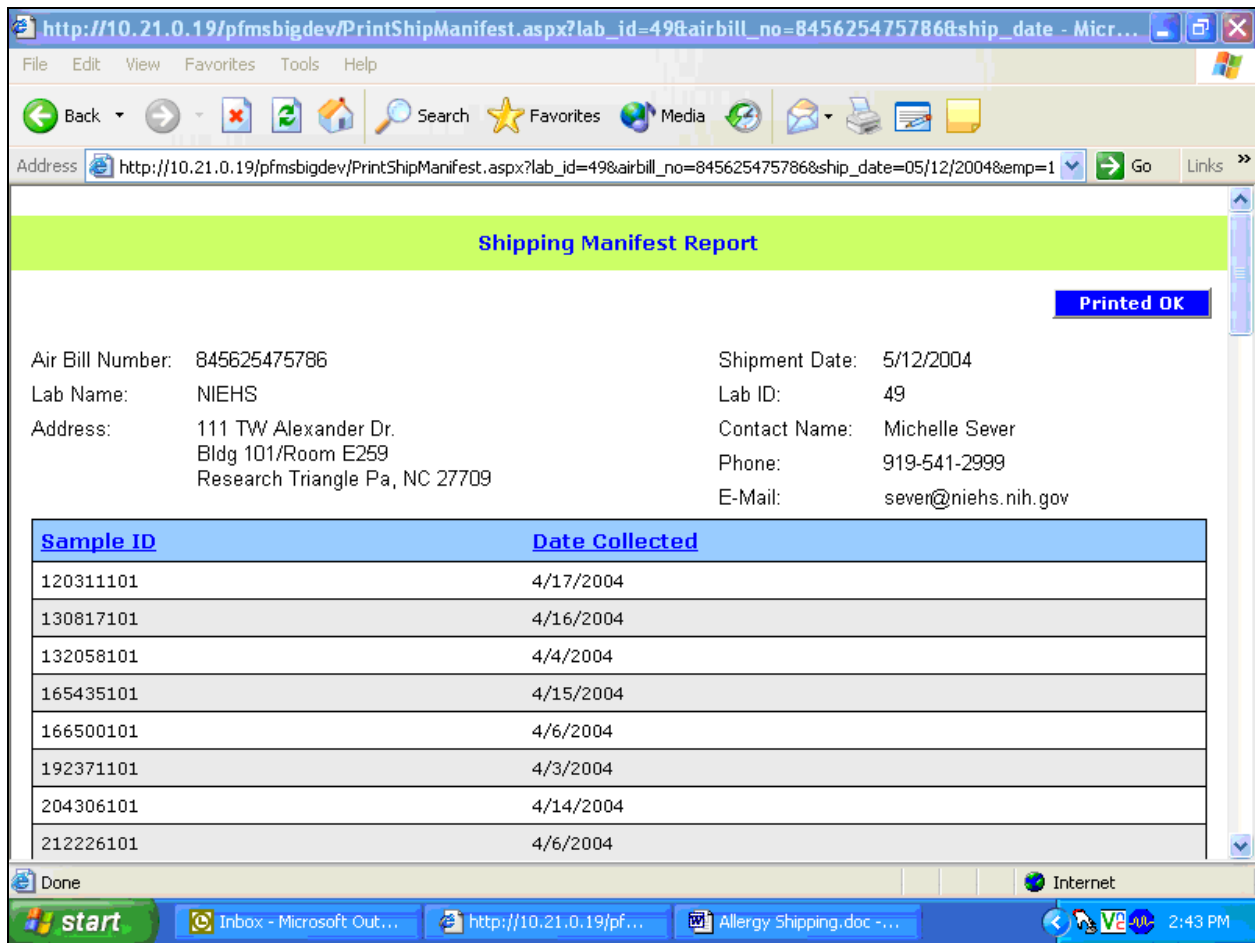
Allergy Shipping Manifest

Select An Interviewer

Search Criteria				Search
Stand:	<input type="text" value="176"/> <input type="text" value="178"/>	Interviewer:	<input type="text" value="Barbara Scott"/> <input type="text" value="Maria Alonso"/>	Air Bill Number: <input type="text" value="845625475786"/>
				Shipment Date: <input type="text" value="05/12/2004"/> ▼

The Allergy Shipping Manifest window includes Search Criteria for **Stand**, **Interviewer**, and **Air Bill Number**. It also includes a drop-down list to filter on the **Shipment Date**. All air bill numbers associated with the interviewer will display in the **Air Bill Number** text box.

Select the **Search** button to initiate the search. The **Shipping Manifest Report** associated with the air bill displays.



9.3.2 Shipping Procedures

Process the samples in the Allergy Shipping module and then pack the samples and the hard copy manifest in a box. Attach the FedEx air bill, deliver the box to the hotel front desk, and arrange for the FedEx pickup.

As of July, 2006 a new procedure was put in place. From that date on, a second allergen technician takes a look at the hard copy manifest and the samples to verify that the two match. Both technicians should initial the total sample count. The procedure minimizes the chances for error. Once the shipments reach the lab, there is no way for the home office to account for missing samples.

Every week, the hard copy manifest, initialed by both technicians is sent along with time sheets to the care of the supervisor at the home office.

To prepare the samples for shipping follow the procedures below:

- Check the samples against the hard-copy shipping manifest.
- Place all samples into a cardboard box.
- Add enough bubble wrap so that the samples cannot move around inside the box when shaken.
- Place the shipping manifest, initialed by both technicians, inside the box with the samples.
- Seal the box.
- Place the FedEx air bill on the top of the box.
- Secure the FedEx air bill by adding one piece of clear tape across the air bill. Extend the length of the tape across the entire top of the box.
- Send the samples Priority Overnight. They should be in transit for as little time as possible. Do not ship samples on Friday or Saturday, as they may not be received until the following Monday.
- Arrange with the hotel staff to leave the box at the hotel front desk for pickup. Call FedEx at 1-800-463-3338 to schedule the pickup. **DO NOT PUT THE SAMPLES IN A FedEx DROP BOX.** However, you can take the boxes to the nearest FedEx location and give it to a FedEx employee at the counter.

Shipping Manifest Report

Printed OK

Air Bill Number: 857419797285
Lab Name: Air Quality Sciences
Address: 1337 Capital Circle
Marietta, GA 30067

Shipment Date: 6/20/2006
Lab ID: 49
Contact Name: James Halsey
Phone: 770-933-0638
E-Mail: jhalsey@aq.s.com

Sample ID	Date Collected
163860101	6/19/2006
661091101	6/19/2006
706777101	6/19/2006
744801101	6/19/2006
798445101	6/19/2006
836043101	6/19/2006

Total Count: 6

10. CONTACT PROCEDURES AND TIME MANAGEMENT IN THE FIELD

This chapter provides you with details on how to manage your time efficiently at the stand and how to locate households for planning appointments and carrying out data collection in the household. It also contains procedures for contacting unscheduled cases, broken appointments, and refusals. Finally, it presents specifications for recording information from your contact attempts on the Call History Screen in the automated system.

10.1 Managing Your Time

To manage your time in the field most effectively, first it is important to keep travel time to a minimum. That means making appointments for households that are in the same area or nearby area on the same day to save time while driving between appointments. Prior to appointing by the dietary interviewer, the segments in the stand are grouped geographically into areas and the areas are assigned to a specific AT. When the dietary interviewer pulls up available allergen appointment slots on FFMS for a family, the screen will show the time slots available for the AT to whom the area in which the family lives is assigned. The dietary interviewer will try to cluster appointments in the same area. After you arrive at the stand and begin your calls to firm up appointments, all further scheduling and rescheduling should be conducted with this clustering strategy in mind. Use the steps described in Section 10.2 to help you cluster your appointments

Second, be sure to read carefully the information on the copies of the interviewer materials you will be given for each case. Pay special attention to the Result of Contact section on the Household folder and the Nonresponse Card, if there is one (see Chapter 3). These materials will contain any notes the interviewer made on locating the household, the best times for finding someone at home and any additional telephone numbers the family members may have given for contacting them. For cases that were more difficult to reach and to obtain cooperation during interviewing, there will often be interviewer notes on the best approach to use with the family. Also, the dietary interviewer may enter comments about the phone call when the initial appointment was made, including the family member with whom the appointment was scheduled. These comments can be viewed in the appointment schedule report. Learning all you can about the household before contacting them will help you save time in making contact and alert you to cases than may need special effort.

Third, **carry the Not Scheduled Report with you when you are traveling** to an area for data collection and if you have time make a cold call. A cold call is an unscheduled visit to a household that you have not contacted by telephone or in-person to arrange an appointment. Cases that may be candidates for cold calls include households without telephones, households that the dietary interviewers could not contact, broken appointments and refusals. (These households are discussed in more detail in Sections 10.3 and 10.4.) To make good use of your time, it is often efficient to make cold calls and unscheduled calls when you are already in a neighborhood carrying out a scheduled appointment. You should always take with you the Not Scheduled Report. Then you will have with you work you can do in the neighborhood if you find your scheduled appointment has been canceled or you finish the scheduled appointment early. **[Note: You are only allowed to attempt work off the Not Scheduled Report if it is eligible, as identified with an asterisk.]**

10.2 How to Locate Households

Your cases will be located throughout the area you have been assigned at the stand. To locate households you will need to determine the general location of the household and then to read any interviewer comments or notes pertaining to finding the exact location.

- To determine the general location of the household:
 - You will be given a map of the entire stand area.
 - Locate and mark on the map the area you have been assigned.
 - Then, mark the location of each of the addresses appearing on your Appointment Schedule Report.
- To determine the exact location of the house:
 - Review all of the interviewer's comments and notes on the Household Folder and the Nonresponse Card to see if there are any special instructions for locating the correct house once you are in the neighborhood.
 - If you still have difficulties, postal carriers and gas station attendants will often be able to help you. If the field office is still open, contact the field office for help.

10.3 Contacting Unscheduled Cases, Broken Appointments, and Refusals

Unscheduled Cases

Most of your appointments will be scheduled for you by the dietary phone interviewer at the end of the dietary phone followup interview. Until the family is actually scheduled for the allergen appointment, the case will appear on the Not Scheduled Report (see Exhibit 10-1). Some cases, however, will never be scheduled for the allergen collection process and thus will remain on the Not Scheduled Report. It will be your responsibility to contact these cases as time allows. Families will remain on the Not Scheduled Report for various reasons:

- The household has no phone so the dietary interviewer cannot contact the family to set up an appointment.
- The SPs in the family did not answer the first dietary interview conducted in the MEC and therefore are not eligible for a followup phone call for the second dietary interview.
- The SP refused the dietary phone followup.
- The dietary phone followup is not completed within 15 days of the exam in the MEC (rare).

Not all cases on the Not Scheduled Report are available for you to contact because their case is still active we do not want to jeopardize the family's participation in the main NHANES study. All SPs in the family must be allergen eligible before you can make contact with them. Only those cases identified with an asterisk in the A/E (Allergen Eligible) column are available for contact.

For cases that are eligible to work, you will be required to make a cold call to the families without telephones to introduce yourself, to explain the allergen component and to convince the family to let you proceed with allergen data collection at that time or to schedule an appointment to return to the house at a later date. Remember that, when making these visits, the respondent may not have heard of the allergen study in any detailed way so you should be prepared to explain the purpose of the study and the data collection tasks in some detail, if necessary. You may also have to reassure the person who answers the door that you are not a salesman and are there on legitimate business. Wearing your identification

Exhibit 10-1. Not Scheduled Report

The screenshot shows a web browser window with the URL `http://nhdevweb/pfmsdev/ApptNotSched.aspx`. The browser's address bar and menu bar are visible. The page content includes a navigation bar with 'Contact Manager', 'Appointment Manager', 'Call History', and 'Rep'. Below this is a green header for 'Allergy Appointment Manager'. A filter bar shows 'Day', 'Week', 'Month', 'Appt. New', 'Reschedule', 'Appt. Monitor', 'Not Sched.', and 'Tentative'. The main heading is 'SPs Without a Scheduled Appointment'. A 'Stand' dropdown is set to '420'. The table below lists three patients:

Family ID	A	SP ID	Language	Name	Age	Phone	Dietary Appt.	Dietary Status	AE	Address
42004000101	1	990056		GRUMPY MAN	75				*	552 LINCOLN ROCKVILLE MD,
42007000101	1	422124	English	GERALD POPE	42			Appt. Final-Non-Response	*	880 STERLING ROCKVILLE MD,
42007000101	1	439820	English	GINA POPE	40			Appt. Final-Non-Response	*	880 STERLING ROCKVILLE MD,

badge in a prominent place will help with this. You should quickly establish your connection with NHANES, since at least one family member will have been through the MEC exam. In addition, always have a copy of the Allergy Q&As available when making contact.

10.4 Broken Appointments and Refusals

Some families refuse to participate in the allergen study, either by refusing when asked to participate by the dietary interviewer, by refusing to firm up an initial appointment, or refuse by avoidance by not being home when you go to the household for dust collection. These cases will appear on the Broken Appointment Report. In all of these cases, you should talk to your supervisor before you attempt to convert the refusal. For families that refused to make an initial appointment, your supervisor may ask you to try telephoning them and convincing them of the importance of their participation. Also, you may get a different respondent than the one who spoke to the dietary interviewer and the new contact may be more willing to cooperate. Refusals may also be eligible for cold calls. Discuss refusal strategies with your supervisor so that he can help you to develop the best approach for each case.

10.5 Recording Contact Information on the Call History Screen in the FFMS

The outcome of each unsuccessful attempt to contact the family and complete the collection process should be recorded in the FFMS on the 'Call History' screen. You should use the Call History to record the result of a contact when:

- You have made an unsuccessful attempt to contact the family to schedule an initial or firm appointment; or
- You have made an unsuccessful in person attempt to enter the household and complete the Allergen Dust Collection process with the family.

The procedures for accessing the Call History Screen are explained in Chapter 4.

You will use the following codes to record the result of your contacts:

- **Ring No Answer** – A telephone attempt was made to contact the home for an appointment, but no one answered the telephone.

- **Answer Machine, Message Left** – A telephone attempt was made to contact the home for an appointment, but a recorded voice message was received and a message was left on the recorder.
- **Answering Machine, No Message Left** – A telephone attempt was made to contact the home for an appointment, but a recorded message was received and a message was not left.
- **Busy** – A telephone attempt was made to contact the home for an appointment, but a busy signal was received.
- **Nonworking Telephone** – The telephone number listed for the respondent is not a working number.
- **Left Message with Family Member** – The person you need to speak to make an initial or firm telephone appointment is not at home. The person you need to speak to during an in person visit to the house is not at home. A message was left with another family member.
- **Family Member Contacted No Message Left** – The person you need to speak to make an initial or firm telephone appointment is not at home. The person you need to speak to during an in person visit to the house is not at home. A message was left with another family member.
- **Call Intercept/Privacy Manager** – A telephone call was made to contact the family but the telephone has ‘Call Intercept’.
- **Appointment Never Firm – No One Home for Tentative Appointment** – A firm appointment has **not** been made. A **telephone** attempt has been made to arrange an initial (tentative) appointment but no one is home.
- **No One Home for Firm Appointment** – A firm appointment **has** been made. No one is home to complete the Allergen Dust collection process.
- **Cold Call Made at SPs Home–Not Home** – No appointment has been made. An in person attempt is made to contact the household and complete the Allergen Dust collection process but no one is home.
- **Refusal/No Reason, Refusal–Too Busy, Refusal–Don’t Want AT in Home, Refusal–Negative Reaction to MEC Exam, Refusal–Not Compensated Enough** – The respondent has refused by telephone to schedule an initial or firm appointment **or** the respondent has refused in person to allow entry to complete the Allergen Dust collection process. Choose the most appropriate refusal code.
- **Language Problem** – A telephone appointment cannot be made or an in person visit to the household to complete the collection process is unsuccessful because the respondent speaks a language other than English or Spanish and no household translator is available.

- **Other** – An appointment cannot be made or an in-person visit to the household to complete the collection process is unsuccessful for reasons other than those listed above. Specify the reason in the space provided.

11. REPORTING PROCEDURES

The following topics are covered in this chapter:

- Weekly report calls with your supervisor; and
- Recording time and expenses.

11.1 The Weekly Report Call

The weekly report calls are a scheduled exchange of expectations between you and your supervisor. You will both agree on a mutually convenient time.

This call will require your full attention. During this time, your supervisor will focus entirely on you and your workload. He or she will be expecting you to do the same. This is the time for both of you to concentrate on your progress, your problems, and your work plan for handling the rest of your assignment.

The format for your weekly call may vary a little each week, however, generally the call will cover:

- Case-by-case review;
- Planning strategy;
- Feedback on quality and production;
- Your production goals for the upcoming week; and
- Any questions or problems you might have.

Other topics that may be covered are:

- News from the home office;
- Your schedule;
- Review of time and cost per case;
- Changes in your timesheet due to error;
- Frequency of transmissions;
- Need for supplies and/or checks; and
- Travel plans to other work sites, if any.

This is not necessarily the order in which topics will be discussed nor is each likely to be covered on every call. Because topics overlap, discussion of one may also cover another.

11.1.1 Preparing for Your Weekly Report Call

Because there is usually a lot of information to be covered, it is very important that you allow AT LEAST 1 hour for the call, but be prepared for it to last longer if necessary. To be beneficial, the call needs to be unhurried and uninterrupted.

It is important to have an appropriate setting for the call. Arrange to conduct the call in the allergen office where you will have privacy and access to the computer and printer. You will be using the computer during you call.

It is extremely important that you perform a data transfer the morning of your scheduled weekly report call. This is to ensure that you and your supervisor will be looking at the most up-to-date figures on reports and other documents. **YOU MUST TRANSMIT ON THE MORNING OF YOUR WEEKLY REPORT CALL, REGARDLESS OF WHETHER YOU HAVE TRANSMITTED THE DAY BEFORE.**

11.1.2 Case Organization

You must set aside time to prepare the information regarding your cases for this important weekly call. Your supervisor will expect you to be organized with all the pertinent information to be discussed.

Prepare immediately before the call or the night before. The amount of time you will need for preparation will depend on large part, on how well and up to date you have kept your notes and case records during the past week.

If your call is scheduled in the morning, then, after transmitting to the home office, print the Appointment Schedule Report for the next week. If the call is scheduled for the afternoon, wait until just before the call to print the Appointment Schedule Report so that you will have the latest information. Also print the Broken Appointment Report. Your supervisor will tell you if he or she wants you to also print the Unscheduled Appointments list.

Assemble the following materials for each case:

- Allergen Contact Folder;
- Household Folder, the Nonresponse Card (if there is one) and the Household Composition Report; and
- Any notes pertaining to your assignment.

You may also want to have your manual in case your supervisor wants to review some aspect of the questionnaire.

Before the call, turn on your laptop and bring up the Appointment Schedule screen in the FFMS. During the call you will be referring to the FFMS as well as to the hard copy of the Appointment Schedule Report.

11.1.3 Planning Strategy

Deciding on a course of action for the upcoming week is a critical part of the call. Review your work plan before the call. Have you met or exceeded your goals? Your supervisor will expect you to have a specific plan such as “I will expect to complete 9 appointments and make 4 cold calls.”

As you begin to develop the plan, consider the number of interviews you will be likely to complete over the next few weeks. What hours will you be working on what days? What times of the day? When and where are your appointments? What is the geographical clustering of your cases? Are there cold calls that can be made while you are in a particular neighborhood? How much initial and final scheduling needs to be done? Once you have collected and organized this information, you can build a plan for completing your cases in an efficient manner.

Your supervisor will expect you to set goals for number of completes, cases successfully contacted, number of cold calls to be completed, and numbers of unscheduled appointments or refusals outstanding. Think seriously about these things before each call and set a realistic goal. If you are new to NHANES it may be difficult for you to gauge how to calculate attainable goals; however, with practice and actual “field time” this will quickly become routine.

Discussion of your continuing action plan will include a review of your past performance. Your supervisor will have reports covering all aspects of your performance including the number of hours worked, hours per complete, all cases and dispositions, and response rate. Although these reports must be tempered with an understanding of the special circumstances of each case assignment, they provide accurate information about your performance. This data comes from your electronic entries, which is why it is vital for you to keep your records current.

Your supervisor must question you about your production because NHANES is required to obtain a high response rate and provide quick data turnaround for each round. The project as a whole, as well as each team member, must meet standards of performance that allow us to meet production goals. Doing so requires constant evaluation of everyone’s work.

Being present and prepared for your weekly report call is a requirement of your job. This is not a social call or something that can be handled on the freeway. If you cannot be present for your call you **MUST** notify your supervisor as soon as possible and reschedule.

Weekly Report Calls

Last Data Transfer Performed On?

Cases Completed with an Appointment

Quick case by case review as needed

Any particular situations? Any unusual sleeping arrangements?

Cases Completed without an Appointment

Review cases completed if any

Quick case by case review if necessary

Any particular situations? Any unusual sleeping arrangements?

SPs Without a Scheduled Appointment List

Review of cases assigned previously and still on the list

Review and assign new cases

(Discuss comments on report as needed)

Broken Appointments List

Discuss reasons in detail

Was contact ever made? Attempts made on what day and time?

Telephone or in person? Day/afternoon/weekend?

Refusal conversion needed? Another interviewer?

Call from supervisor? Send refusal package?

Feedback on Quality and Production/Production Goals for the Upcoming Week

Discuss stand figures

Discuss allergy statistics

Discuss days without appointments

Needs

Checks? - Labels? - Equipment?

At the End of Stand

Trip details - Inventory Form- Mail Hum/Tem pens - FedEx Boxes / Labels –

Change vacuum cleaner bag - Shipping boxes

At the Start of Stand

Were all boxes received?

Hotel/office room - Equipment present - Mailing Labels

Every 6 Months/Vacation Time

Send equipment for QC - Change batteries

11.2 Report Forms

11.2.1 Overview

It will be necessary for you to complete and mail two forms for reporting purposes.

- Time and Expense (T&E) Report; and
- Trip Expense Report.

The Time and Expense Report and the Trip Expense Report will always cover a 1-week period. This 1-week period always begins on Thursday morning and ends on Wednesday evening 1 week later.

Your supervisor will use these forms in addition to other reports at his or her disposal to monitor your progress, the status of your assignment segments, the number of completed appointments you have submitted, the time you have spent, and the expenses you have had. It is important that each form be completed correctly.

11.2.2 The Time and Expense Report

In order to receive a weekly paycheck, field staff must submit to Westat a completed and signed Interviewer Time and Expense Report each week. For accounting purposes, the week for field personnel begins on Thursdays and ends on Wednesdays. Time and expense sheets must be mailed to your supervisor on Thursday afternoons by Federal Express in order to receive your paycheck on time. Paychecks are written and distributed on Fridays for time sheets received the previous week.

The T&E Report has five copies in five different colors. After filling out your T&E, you should tear off and keep the bottom (gold) copy for your records and mail the others to your supervisor.

Carefully complete, check, and double check your Time and Expense (T&E) Report for accuracy before submitting it. Reports with errors will be returned to the field staff member for correction, and may result in a delay of payment.

Specific Instructions for Completing Time and Expense Report

The following are instructions for completing the Time and Expense Report. (Refer to Exhibit 11-1.)

INFORMATION ACROSS TOP OF PAGE:

Be sure to print the following information across the top of your T&E Report:

- WINS number;
- Name; and
- City and state of residence.

Also indicate the Monday through which your T&E is being submitted. A T&E must be submitted each week if you worked during that week. A T&E must also be submitted for vacation weeks at Christmas and in the summer.

TIME:

Time, by activity, is to be reported for each day worked. FW: Field Work and T: Time spent traveling between stands. Record the Month and Date for each day of the week. Time is entered to the nearest quarter hour. Enter the total number of hours worked.

PROJECT/ACCOUNT NAME:

Enter project name, "NHANES."

CHARGE CODE:

Record the stand charge number. Refer to the 10-digit Costpoint number assigned to the stand.

TYPE OR RATE:

Always circle "P" for special rate.

SUMMARY OF EXPENSES BY PROJECT CODE:

Leave blank. Expenses should be submitted on Trip Expense Reports.

PRODUCTION REPORT:

Leave blank.

TYPE OF PAY/RATE/HOURS:

Hours are transferred to the Summary Box on "Hours"; leave rate blank. The total amount will be calculated in the home office. The total number of hours should be no more than 40 each week.

PAYROLL AUTHORIZATION:

This must be completed and signed for the T&E to be approved and paid. Always check the box "have not" charged Westat for more than 40 hours.

COPIES:

Mail the first four copies to your supervisor. Keep the final gold copy for your records.

11.2.3 Trip Expense Report

The Trip Expense Report will be used for reporting all allowable expenses you incur while you are working on the project. It is essential that you report your expenses by day. If expenses are left uncompleted for a couple of days or until the end of the week, accurate reporting will be difficult. This report should be used for reporting all cash and charged expenditures other than expenditures billed directly to Westat.

When filling out the Trip Expense Report, use a black ball point pen and print legibly. After completing the form, save the pink copy for your own records and give the other copies to your supervisor.

A field accounting week begins on Thursday and ends on Wednesday. Reimbursement checks are issued by our accounting office on Friday for the previous week's Trip Expense Report.

In order to update advance accounts and your expenses on a weekly basis, it is imperative that you submit a Trip Expense Report.

Instructions for completing the Trip Expense Report are as follows. (Refer to Exhibit 11-2.)

WINS NUMBER: NAME: ADDRESS:	In the upper left corner fill in your WINS number, name, and permanent address.
LEAVE/RETURN:	In the upper right hand corner, record the pay period begin and end dates. Leave the time fields blank.
PROJECT NUMBER:	Record the 10 digit Costpoint number assigned to the stand.
PROJECT NAME:	Write "NHANES."
DESTINATION CITY:	Record the city and state for the stand in which you are working. If traveling, record the city and state you are traveling to.
SIGNATURE:	You must sign and date every Trip Expense Report. Westat will not process unsigned Trip Expense Reports.

DAY OF WEEK:

Record the days of the week and the date in each column. Since field accounting weeks begin on Thursday and end on Wednesday, your Trip Expense Report should also start with Thursday and end on Wednesday.

COSTS:

Record costs incurred for each day of travel and for days that you are in the field. If an expense is charged on your personal credit card, the expense should be treated as a cash expenditure and therefore shown on your report.

Meals. Enter the per diem amount allotted for each day on the “Meals and Incidentals Per Diem” line.

Lodging. For between-stand travel, enter the total cost of lodging including tax. If the office has made arrangements for the hotel to direct bill us, write “direct” on the line for lodging. The shared housing allowance (not to exceed \$15/day) is also recorded on this line.

Employee Paid Airfare/Auto Rental. These expenses are typically direct-billed and should not be claimed by the employee.

Mileage. The flat allowance for gasoline for between stand travel and allowable within stand travel is requested here. Interviewer gas expenses should be listed under “Miscellaneous.”

Ground Transportation. Enter amount for any approved ground transportation expenses on this line.

Telephone. With supervisor approval, enter amount of business-related long distance and local telephone calls.

Miscellaneous. Enter any miscellaneous expenses in this section. This would include gas expenses for interviewers. You must attach a receipt for gas and other allowed expenses. If additional space is needed for itemizing, attach a sheet of paper making certain that expenses are reported by day and date incurred.

Total Claimed. Add up each day’s total expenses and enter the totals on this line.

Total. Add up each type of expense by adding horizontally across each line. Enter the weekly total for each type of expense in the last column on the far right side of the form.

Add the Total Claimed for each day of the week by adding vertically and enter the total of each day on the bottom line.

Next, add both total columns separately, adding the "Total" column on the far right corner of the page and the "Total Claimed" line on the bottom of the page.

The total for "Totals Claimed" when adding horizontally should be the same number as the total for weekly types of expenses.

NOTE: ATTACH RECEIPTS TO FORM. Do not forget to attach the receipts for the nonfood related expenses that you have recorded. Receipts should be attached to the back of the lower left hand corner of the first (white copy) of your Trip Expense Report.

You will be reimbursed for all **allowable** expenses you incur while conducting project business. In addition to routine expenses such as per diem and hotels, there may be other out-of-pocket expenses that you incur. Some examples follow.

- **Tolls:** Tolls or road fees on bridges, expressways, tunnels, etc., are acceptable and should be shown on the Trip Expense Report.
- **Parking:** While on Westat business in congested urban areas where free parking is not available, Westat will pay for parking. To obtain reimbursements for parking, enter the amount of a meter fee or parking charges on your Trip Expense Report.

12. GENERAL INVENTORY PROCEDURES

At the end of the allergen stand, the allergen team conducts a detailed inventory of their equipment and supplies. What follows is a list of steps that need to be done **14 days before** the Allergen office closes.

- Since item units can change, verify the units each time you record a count. Examples of units are pack, each, bag, box, case, roll, tray, bottle, pair, and pouch.
- Do not redefine or reiterate the Unit of Measure.
- Do not write any notes, comments, etc. on the End-of-Stand Inventory Count Sheet. If you have any comments or concerns, attach a note to the inventory sheet.
- Rotate items by first using items you have in the rooms, then items in the belly compartment. Place items you just received in the back of the stock, unless you need them immediately. Only restock your rooms with items that were just shipped to the stand when you are out of that item in your room, unless necessary. Many items such as gloves, alcohol prep pads, electrodes, etc. deteriorate over time. Also remember to use items with older expiration dates first.
- Do not purchase items listed on the inventory sheets. The warehouse stocks every item listed on the inventory sheets; purchasing items locally creates chaos with the Inventory Management System. Contact the warehouse manager before replacing items listed on the inventory with items purchased locally.
- Do not borrow items from other components. Usage is tracked by component. The “Counted By” tech id is entered into the database to track inconsistencies and trends. Everyone is accountable for his or her component counts.

12.1 End of Stand Inventory Procedures

The End-of Stand Inventory Count Sheet (EOSCS) includes the Site ID, a “Counted By:” line, and Exam Supply columns for item number, general item description, Unit designation, and a Count box. One of the allergen technicians prints these forms **2 weeks** before leaving the stand. **The team is responsible for accurately counting (inventorying) supplies and entering this number into the Count box.** The team sends them to their supervisor, 2 weeks before leaving the stand, who checks it and then sends it to the warehouse manager. The warehouse manager enters the item counts into the Inventory Management System.

- **Print** only one name in the “Counted By” field. This is the person responsible for taking and verifying the inventory count.
- Place a number in each “Count” box.
- Do not count partial units; record whole numbers only in the “Count” field.
- Record a number in each count box; do not leave a count box blank.
- If the PAR for an item is more than one (1) and the box or container is open, do not count that container.
- If the PAR for an item is only one (1) unit and it is more than ½ empty, place a zero (0) in the count unit. Decide whether the next stand can get by without needing more of that item.
- All active lot numbers and expiration dates are listed on the count sheets if they are applicable for that item. If you see a lot number and expiration date, you must put a number (even if it is zero) in this Count field.

12.2 Start of Stand Inventory Procedures

The Start-of-Stand Pull Sheets (SOSPS) include the stand number, Site ID (Team number), and Exam Supply columns for item number, general item description, Previous EOS Count number, Par level, Unit designation, and a Ship to Stand box. The warehouse manager uses this report to bring each item back to par level. For example, if the Previous EOS Count (captured by the IMS) is 4 and the Par level is 5, the Ship to Stand count box will contain the number 1. The warehouse manager prints and packs one SOSPS for each component. **The allergen team is responsible for accurately reconciling the supplies and numbers in the SOSPS.** The allergen team sends the completed sheets back to their supervisor who checks and sends them to the warehouse manager. The warehouse manager reviews each sheet and sends additional supplies to the field if necessary. A 2-week time period is needed for the warehouse to process the inventory and fill out all requests for supplies going to the next allergen stand.

- Reconcile the inventory for each item.
- Verify the Previous EOS Count for each item.
- Verify that the start of stand shipment contains the exact number of each item listed in the Ship to Stand box.

- If the counts are correct, place a checkmark by each reconciled item.
- If there is a discrepancy, write the physical count on hand to the right of the Ship to Stand box.

12.3 Consumables vs. Non-Consumables

Inventory items are divided into two categories—consumable and non-consumable. Inventory both types of items at the end of each stand. The definition for a consumable item is anything that is typically consumed during a collection. Whereas some items may be used (consumed) in case of emergency, these are still considered non-consumables since they are not typically consumed during the course of an exam. Examples of Consumable items are gloves and office supplies. A good example of a Non-Consumable item is a vacuum cleaner.

12.4 Shipping Excess Inventory Back to the Warehouse

When shipping excess inventory back to the warehouse, please use the “Transfer Inventory to Warehouse Manifest” which is found on the IntraWeb and can be printed by the MEC manager or data manager. This form looks similar to the “End of Stand Count Sheets.” Print your name in the “Count By” field and indicate next to each item how many units are being shipped back to the warehouse. This information is entered into the Inventory Management System by the warehouse manager and is used to adjust the stand inventory and usage information as well as increase the warehouse inventory counts.

12.5 Tracking of Expired and Broken Inventory

Complete the “Delete Expired/Broken Inventory Report” whenever inventory has expired and must be destroyed or has broken and is no longer usable. This report is found on the IntraWeb and should be completed and forwarded to the warehouse manager so that the expired or broken inventory can be removed from the stand inventory.

From your Windows Desktop select the Inventory Icon.

Exhibit 12-1. Inventory icon

INVENTORY ICON FOUND ON DESKTOP

This is the first screen that will appear (Exhibit 12-2). You need to make a few selections before actually getting to the Allergen section.

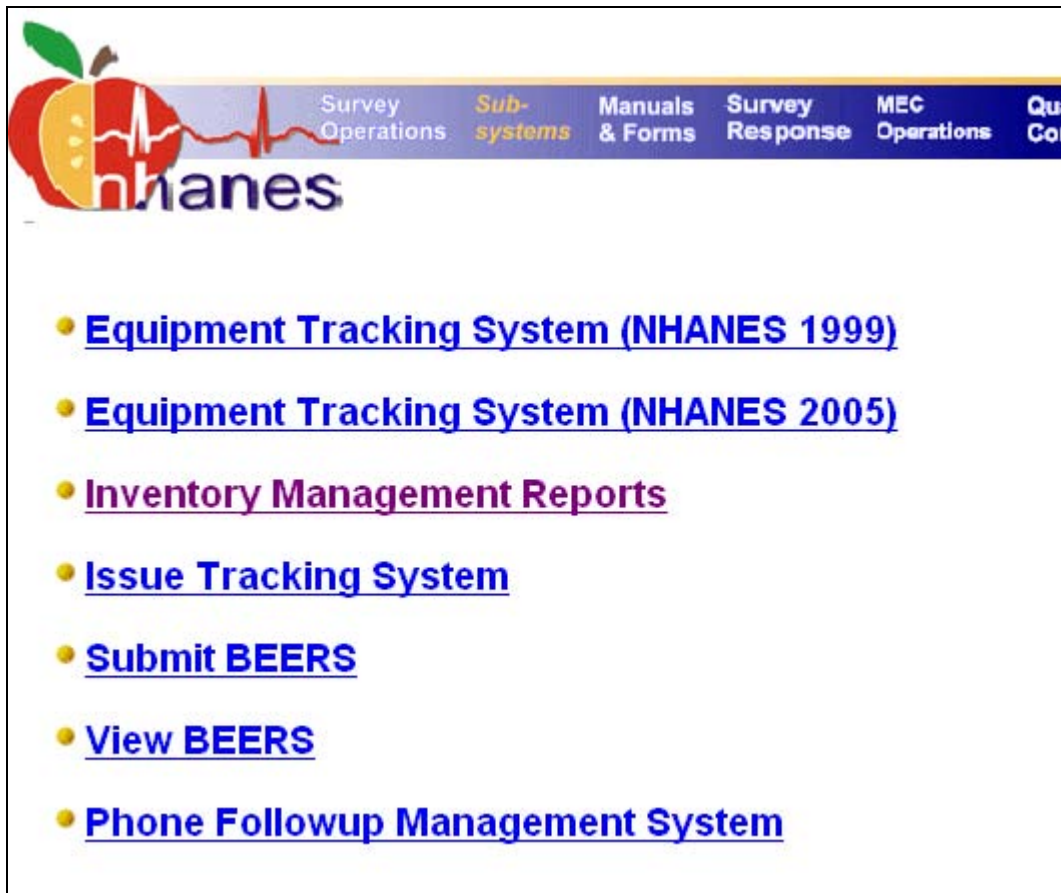
Click on Sub-systems.

Exhibit 12-2. Menu screen



Select Inventory Management Reports (Exhibit 12-3).

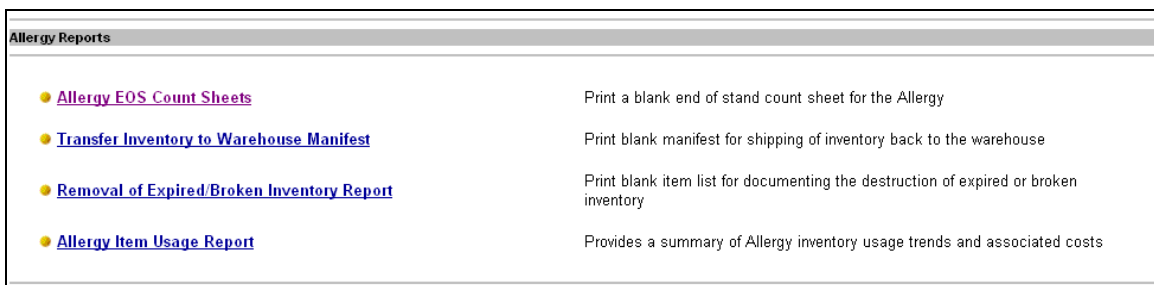
Exhibit 12-3. Inventory Management Reports



The screenshot shows the NHANES website interface. At the top, there is a navigation menu with the following items: Survey Operations, Sub-systems (highlighted in yellow), Manuals & Forms, Survey Response, MEC Operations, and Qui... (partially visible). Below the menu is the NHANES logo, which features a stylized apple with a heart rate line. The main content area contains a list of report options, each preceded by a yellow bullet point:

- [Equipment Tracking System \(NHANES 1999\)](#)
- [Equipment Tracking System \(NHANES 2005\)](#)
- [Inventory Management Reports](#)
- [Issue Tracking System](#)
- [Submit BEERS](#)
- [View BEERS](#)
- [Phone Followup Management System](#)

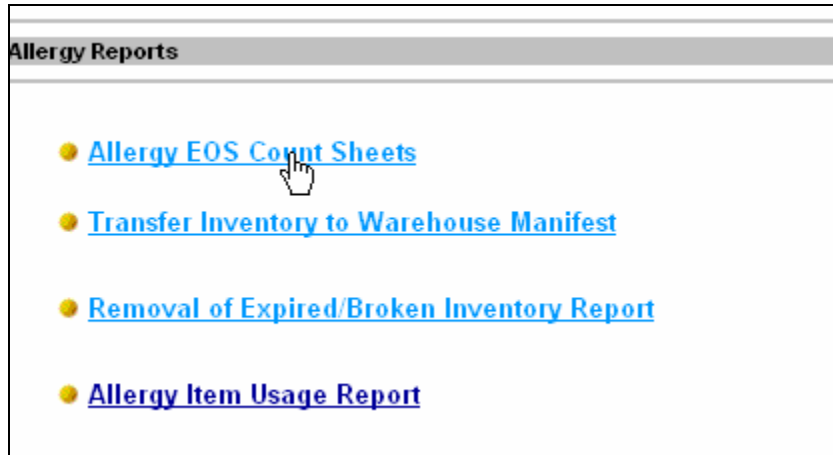
There are several report options to select from as described below.



The screenshot shows the 'Allergy Reports' section of the NHANES system. It features a table with four rows, each containing a report name and a brief description:

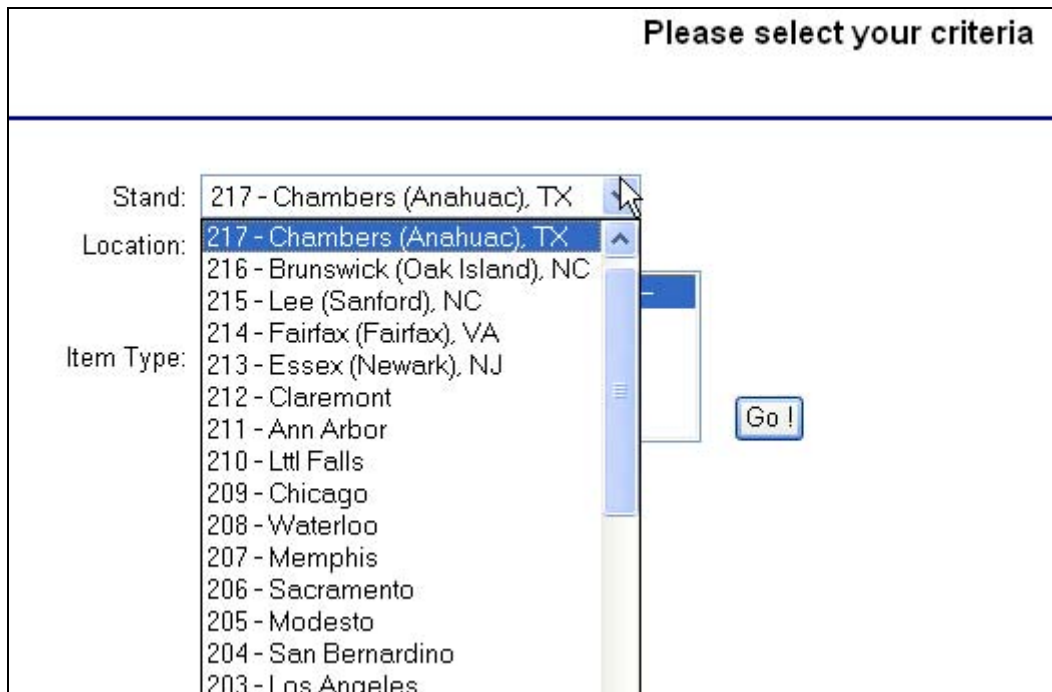
Allergy Reports	
Allergy EOS Count Sheets	Print a blank end of stand count sheet for the Allergy
Transfer Inventory to Warehouse Manifest	Print blank manifest for shipping of inventory back to the warehouse
Removal of Expired/Broken Inventory Report	Print blank item list for documenting the destruction of expired or broken inventory
Allergy Item Usage Report	Provides a summary of Allergy inventory usage trends and associated costs

To conduct an inventory at the end of the allergen stand you will select **Allergy EOS Count Sheets**. Place the cursor where it reads “Allergy EOS Count Sheets.”



The next step is to select the stand (Exhibit 12-4) you are conducting the inventory from, that is, the stand you are about to leave. By doing this, you are letting the warehouse know what supplies to send you when you open the next stand.

Exhibit 12-4. Stand selection screen



Under Location select your component, "Allergy." See Exhibit 12-5.

Exhibit 12-5. Component selection screen

Please select your criteria

Stand: 217 - Chambers (Anahuac), TX

Location: - Select a Location -

Item Type: Consumable

Allergy

Type(s)

Go!

There are two inventory forms to fill out. Use one for Consumable items and one for Non-Consumable items. You will need to select and print one at a time or you can highlight both Consumable and Non-Consumable Count Sheets, click on Go! and print both forms at the same time (Exhibit 12-6).

Exhibit 12-6. Item type screen

Please select y

Stand: 217 - Chambers (Anahuac), TX

Location: Allergy

Item Type: — Select one or more Item Type(s) —
Non-Consumable
Consumable

Go !

The Inventory forms for both items, Consumable and Non-Consumable, can be seen in Exhibit 12-7 as well as the Transfer Inventory Warehouse Manifest, shown as Exhibit 12-8. This last form is used in the event that you need to send items back to the warehouse. It is always a best practice to discuss it first with your supervisor.

Exhibit 12-7. Allergy Inventory Count Sheet: Consumable and Non-Consumable

Allergy Inventory Count Sheet				
Stand 209				
Consumable				
Site ID: Allergy Team 2				
Counted By: _____				
Part #	Description	Par	Unit	Count
EXAM SUPPLIES				
61-21	Bag, 12" x 12" Clear Plastic	1	case	<input type="text"/>
12-34	Bag, 12" x 23" T-Shirt Bag White	1	case	<input type="text"/>
	Disposable Templates - 200 per box	4	box	<input type="text"/>
11-392-43	Glove Liner - Fingerless (Tan) - 20 boxes per case	10	box	<input type="text"/>
19-037-189	Glove Liner - Full Finger (White) - 20 packs per case	10	pack	<input type="text"/>
18999442C	Gloves - Maxxim Large - Latex Free & Powder Free Glove	2	box	<input type="text"/>
18999442B	Gloves - Maxxim Medium - Latex Free & Powder Free Glov	4	box	<input type="text"/>
MT-FL-1	MiTest Collection Kits - Individually Packaged	400	each	<input type="text"/>
61951	Painters Tape - 3/4" Blue	6	roll	<input type="text"/>
101632	Temp / Humidity Batteries - Spare Batteries Only	6	each	<input type="text"/>
60297	Vacuum Cleaner Bags - Spare Bags Only	3	each	<input type="text"/>
SO-Wipes	Wet Wipes - Unscented Baby Wipes	6	box	<input type="text"/>
OFFICE SUPPLIES				
AVE 05160	Avery 5160 Blank Labels - 1" x 2 5/8" Label	3	box	<input type="text"/>
PAP 333-11	Ball Point Pen - Black Ink - 12 per box	1	box	<input type="text"/>
EVEEN92	Batteries - AAA	16	each	<input type="text"/>
SPR 87005	Binder Clips - Medium - 12 per box	6	box	<input type="text"/>
SPR 09059	Envelopes - Legal Size - 500 per box	1	box	<input type="text"/>
SAN 70520	Eraser - Desktop (Pink)	3	each	<input type="text"/>
SMD 15330	File Folder - Legal Size Manilla	1	box	<input type="text"/>
SPR SP53X115	Hanging File Folders - Legal Size	1	box	<input type="text"/>
SPR 01519	Magic Marker - Black - 12 per box	12	each	<input type="text"/>
PAP 303-01	Mechanical Pencils - 12 per box	1	box	<input type="text"/>
MMM 3710-2-TT	Packing Tape - 2" Wide	3	roll	<input type="text"/>
ACC 72580	Paper Clips - Jumbo	2	box	<input type="text"/>
MMM 6549-YW	Post-It Notes - 3" x 3"	6	each	<input type="text"/>
BCI-10	Printer Ink Cartridges - 3 per box	3	box	<input type="text"/>
PC 35588	Printer Paper - 8.5" x 11" - 500 sheets per pack	4	pack	<input type="text"/>
TOP 46808	Receipt Book - Single Page	6	each	<input type="text"/>
USO 47705	Staples - Standard	1	box	<input type="text"/>
MMM 62003/4	Tape - Scotch 3/4"	6	roll	<input type="text"/>
SPR W2011	Writing Pad - 8.5" x 11" - 12 per pack	3	each	<input type="text"/>
FORMS				
	Allergen Brochure - English - 50 per pack	6	pack	<input type="text"/>
	Allergen Brochure - Spanish - 50 per pack	4	pack	<input type="text"/>
	Allergen Contact Folder - Yellow	300	each	<input type="text"/>
	Allergy Consent Form, English	3	pack	<input type="text"/>
	Allergy Consent Form, Spanish	2	pack	<input type="text"/>
	Call Back Cards, English & Spanish	1	pack	<input type="text"/>
	Timesheets - Non Exempt - White Sheet	1	pack	<input type="text"/>
	Trip & Expense Report	1	pack	<input type="text"/>
SHIPPING SUPPLIES				
653-031	Bubble Wrap	1	box	<input type="text"/>

* Expired Lot

Exhibit 12-7. Allergy Inventory Count Sheet: Consumable and Non-Consumable (continued)

Allergy Inventory Count Sheet

**Stand 209
Non-Consumable**

Site ID: Allergy Team 2
Counted By: _____

Part #	Description	Par	Unit	Count
OFFICE SUPPLIES				
CCS 55145	Mouse Pad	3	each	<input type="text"/>
FSK 1500	Scissors - 8"	3	pair	<input type="text"/>
SPR 86000	Staple Remover	2	each	<input type="text"/>
BOS B440BK	Stapler - Standard Size	2	each	<input type="text"/>
MMM C38-BK	Tape Dispenser - Scotch	3	each	<input type="text"/>
COMPONENT TOOLS				
MELO	Black Zipper Bag	3	each	<input type="text"/>
445582	Extech Temp-Humidity Pen w/ Battery	3	each	<input type="text"/>
99595	Extension Cord - 6 Ft. Cord	3	each	<input type="text"/>
Leviton 15A	Extension Cord 3 Prong Adapter	3	each	<input type="text"/>
03-528B	Ice Packs - 12 Ounce Pack - U-Tek Ice Pack	12	each	<input type="text"/>
33-212	Measuring Tape - 12 Ft. - Stanley Retractable	6	each	<input type="text"/>
	Plastic Template Portfolio - Plastic Carrying Case, 14" x 1	3	each	<input type="text"/>
54610	Plastic Tool Caddy - Plastic Wand Clip	3	each	<input type="text"/>
60126 Coal	Rolling Duffel Bag - Black Bag	3	each	<input type="text"/>
	Shoulder Supply Bag	3	each	<input type="text"/>
49-4886-15	Styrofoam Shipper - 14" x 14" x 10"	3	each	<input type="text"/>
GCT126	Timer - Triple Tell Timer	3	each	<input type="text"/>
	Timer Holder - Aluminum	3	each	<input type="text"/>
SC3683A	Vacuum Cleaner - Sanitaire	3	each	<input type="text"/>
60269-1A	Vacuum Cleaner Hose - one per vacuum	3	each	<input type="text"/>
	Vacuum Cleaner Straps - one per vacuum	3	each	<input type="text"/>
39514	Vacuum Extension Tube - Telescopic Wand - one per vacuum	3	each	<input type="text"/>

* Expired Lot

Exhibit 12-8. Transfer Allergy Inventory to Warehouse Manifest: Consumable and Non-Consumable

Transfer Allergy Inventory to Warehouse Manifest			
Stand 209 Consumable			
Site ID: Allergy Team 2			
Counted By: _____			
Part #	Description	Unit	Count
EXAM SUPPLIES			
61-21	Bag, 12" x 12" Clear Plastic	case	<input type="text"/>
12-34	Bag, 12" x 23" T-Shirt Bag White	case	<input type="text"/>
	Disposable Templates - 200 per box	box	<input type="text"/>
11-392-43	Glove Liner - Fingerless (Tan) - 20 boxes per case	box	<input type="text"/>
19-037-189	Glove Liner - Full Finger (White) - 20 packs per case	pack	<input type="text"/>
18999442C	Gloves - Maxxim Large - Latex Free & Powder Free Glove	box	<input type="text"/>
18999442B	Gloves - Maxxim Medium - Latex Free & Powder Free Glov	box	<input type="text"/>
MT-FL-1	MiTest Collection Kits - Individually Packaged	each	<input type="text"/>
61951	Painters Tape - 3/4" Blue	roll	<input type="text"/>
101632	Temp / Humidity Batteries - Spare Batteries Only	each	<input type="text"/>
60297	Vacuum Cleaner Bags - Spare Bags Only	each	<input type="text"/>
SO-Wipes	Wet Wipes - Unscented Baby Wipes	box	<input type="text"/>
OFFICE SUPPLIES			
AVE 05160	Avery 5160 Blank Labels - 1" x 2 5/8" Label	box	<input type="text"/>
PAP 333-11	Ball Point Pen - Black Ink - 12 per box	box	<input type="text"/>
EVEEN92	Batteries - AAA	each	<input type="text"/>
SPR 87005	Binder Clips - Medium - 12 per box	box	<input type="text"/>
SPR 09059	Envelopes - Legal Size - 500 per box	box	<input type="text"/>
SAN 70520	Eraser - Desktop (Pink)	each	<input type="text"/>
SMD 15330	File Folder - Legal Size Manilla	box	<input type="text"/>
SPR SP53X115	Hanging File Folders - Legal Size	box	<input type="text"/>
SPR 01519	Magic Marker - Black - 12 per box	each	<input type="text"/>
PAP 303-01	Mechanical Pencils - 12 per box	box	<input type="text"/>
MMM 3710-2-TT	Packing Tape - 2" Wide	roll	<input type="text"/>
ACC 72580	Paper Clips - Jumbo	box	<input type="text"/>
MMM 6549-YW	Post-It Notes - 3" x 3"	each	<input type="text"/>
BCI-10	Printer Ink Cartridges - 3 per box	box	<input type="text"/>
PC 35588	Printer Paper - 8.5" x 11" - 500 sheets per pack	pack	<input type="text"/>
TOP 46808	Receipt Book - Single Page	each	<input type="text"/>
USO 47705	Staples - Standard	box	<input type="text"/>
MMM 62003/4	Tape - Scotch 3/4"	roll	<input type="text"/>
SPR W2011	Writing Pad - 8.5" x 11" - 12 per pack	each	<input type="text"/>
FORMS			
	Allergen Brochure - English - 50 per pack	pack	<input type="text"/>
	Allergen Brochure - Spanish - 50 per pack	pack	<input type="text"/>
	Allergen Contact Folder - Yellow	each	<input type="text"/>
	Allergy Consent Form, English	pack	<input type="text"/>
	Allergy Consent Form, Spanish	pack	<input type="text"/>
	Call Back Cards, English & Spanish	pack	<input type="text"/>
	Timesheets - Non Exempt - White Sheet	pack	<input type="text"/>
	Trip & Expense Report	pack	<input type="text"/>
SHIPPING SUPPLIES			
653-031	Bubble Wrap	box	<input type="text"/>

*Expired Lot

Exhibit 12-8. Transfer Allergy Inventory to Warehouse Manifest: Consumable and Non-Consumable (continued)

Transfer Allergy Inventory to Warehouse Manifest

Stand 209
Non-Consumable

Site ID: Allergy Team 2
Counted By: _____

Part #	Description	Unit	Count
OFFICE SUPPLIES			
CCS 55145	Mouse Pad	each	<input type="text"/>
FSK 1500	Scissors - 8"	pair	<input type="text"/>
SPR 86000	Staple Remover	each	<input type="text"/>
BOS B440BK	Stapler - Standard Size	each	<input type="text"/>
MMM C38-BK	Tape Dispenser - Scotch	each	<input type="text"/>
COMPONENT TOOLS			
MELO	Black Zipper Bag	each	<input type="text"/>
445582	Extech Temp-Humidity Pen w/ Battery	each	<input type="text"/>
99595	Extension Cord - 6 Ft. Cord	each	<input type="text"/>
Lewiton 15A	Extension Cord 3 Prong Adapter	each	<input type="text"/>
03-528B	Ice Packs - 12 Ounce Pack - U-Tek Ice Pack	each	<input type="text"/>
33-212	Measuring Tape - 12 Ft. - Stanley Retractable	each	<input type="text"/>
	Plastic Template Portfolio - Plastic Carrying Case, 14" x 1	each	<input type="text"/>
54610	Plastic Tool Caddy - Plastic Wand Clip	each	<input type="text"/>
60126 Coal	Rolling Duffel Bag - Black Bag	each	<input type="text"/>
	Shoulder Supply Bag	each	<input type="text"/>
49-4866-15	Styrofoam Shipper - 14" x 14" x 10"	each	<input type="text"/>
GCT126	Timer - Triple Tell Timer	each	<input type="text"/>
	Timer Holder - Aluminum	each	<input type="text"/>
SC3683A	Vacuum Cleaner - Sanitaire	each	<input type="text"/>
60289-1A	Vacuum Cleaner Hose - one per vacuum	each	<input type="text"/>
	Vacuum Cleaner Straps - one per vacuum	each	<input type="text"/>
39514	Vacuum Extension Tube - Telescopic Wand - one per vacuum	each	<input type="text"/>

* Expired Lot