

**1990 RECS TELEPHONE LOOKUP FORM**

R90E-06  
120790

**INTERVIEWER:** PLEASE CALL DIRECTORY ASSISTANCE TO GET THE TELEPHONE NUMBER  
FOR THE HOUSEHOLD LISTED ON THE ADDRESS LABEL

- Telephone **NUMBER** (        ) \_\_\_\_\_
- Telephone number is **UNLISTED**
- NO** telephone **NUMBER** listed for this name at this address
- OTHER:** Please describe result below:

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Department of Energy  
Washington, DC 20585

January 1991

Dear Resident:

The U.S. Department of Energy (DOE) is committed to developing a comprehensive National Energy Strategy. One of the ways DOE is attempting to do this is by learning about your vehicles' energy use. But, your help is needed.

An interviewer will telephone you shortly to ask questions about your motor vehicles. The interviewer is employed by the Response Analysis Corporation of Princeton, New Jersey, who is under contract to the Energy Information Administration of DOE to conduct the Residential Transportation Energy Consumption Survey (RTECS). This survey will provide important information on current trends in energy use in the residential transportation sector and will help those who are planning for our energy future. Examples of information from the survey are enclosed.

Your household was picked as part of a scientific sample of households throughout the United States. Because this is a sample survey, your answers represent not only your vehicles, but thousands of other vehicles like yours. For this reason, your participation in this voluntary survey is extremely important. There is no penalty for not answering, but each missing answer makes the national data on energy less accurate and complete.

The information you provide and your identity will be held confidential in accordance with the provisions of the Privacy Act of 1974. See the statement on the other side of this letter for further details on the Privacy Act and public reporting burden.

If you have any questions about the survey, please call collect to Jim Devlin, of the Response Analysis Corporation at (609) 921-3333. If you wish to contact someone at the Department of Energy about the survey, please call collect to Martha Johnson, the RTECS survey manager at (202) 586-1135.

We appreciate your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin A. Kent".

Calvin A. Kent, Ph.D.  
Administrator  
Energy Information Administration

Enclosure

## PRIVACY ACT NOTICE

The Residential Transportation Energy Consumption Survey is being conducted by the Response Analysis Corporation for the U.S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information about vehicles used by households for personal use. This information helps the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle consumption and expenditures have been linked with the information describing your households and we have concluded our planned contacts with your households, your name and address will be destroyed.

The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; the Department of Energy or other Government agency will not be able to locate your household.

Your participation in this survey is voluntary.

### PUBLIC REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 5 to 10 minutes.

Send comments regarding public reporting burden or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Energy Information Administration  
Office of Statistical Standards  
EI-73, Mail Station: 2E-081  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585

and

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, D.C. 20503



Department of Energy  
Washington, DC 20585

February 1991

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EI-73, Mail Station: 2F-081  
1000 Independence Avenue, SW  
Washington, DC 20585

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Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503



Department of Energy  
Washington, DC 20585

March 1991

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Washington, DC 20585

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Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503



# RESPONSE ANALYSIS

An employee-owned company

377 WALL STREET  
POST OFFICE BOX 158  
PRINCETON, NEW JERSEY 08542  
(609) 921-3333

January, 1991

Thank you!

Last fall you participated in the U.S. Department of Energy's (DOE) Residential Energy Consumption Survey (RECS). In conjunction with the RECS, the DOE also conducts the Residential Transportation Energy Consumption Survey (RTECS) which concentrates on energy used for personal transportation. This RTECS information, when linked with the energy consumption used in the home (from the RECS), provides information on all energy used in the residential sector. The Response Analysis Corporation is the data collection contractor for the DOE for both surveys.

As part of the RTECS, we now need to update information and ask a few additional questions concerning your vehicles and their use. Information obtained from you will represent thousands of other households that have similar vehicles.

We hope that you will assist us by completing the enclosed cards. It will only take a few minutes. An instruction page which explains how to use the cards has been included.

After filling out the cards, please keep them near your telephone. We will be calling you later this month to get the mileage (odometer) reading for each of your vehicles, and to get the Vehicle Identification Number for any vehicle for which we haven't previously collected it.

I am enclosing an introductory letter from Dr. Calvin A. Kent of the Energy Information Administration. Please note that your identity will be held confidential. No information linking your name and address with the data you provide will ever be given to the Department of Energy, or to any other government agency.

Your participation is very important to the success of this research and is totally voluntary. Please call me collect at (609) 921-3333 if you have any questions about this survey.

Thank you again for your cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation





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POST OFFICE BOX 158  
PRINCETON, NEW JERSEY 08542  
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Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation



# RESPONSE ANALYSIS

377 WALL STREET  
POST OFFICE BOX 158  
PRINCETON, NEW JERSEY 08542-0158  
(609) 921-3333

March, 1991

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We hope that you will assist us by completing the enclosed cards. It will only take a few minutes. An instruction page which explains how to use the cards has been included.

After filling out the cards, please keep them near your telephone. We will be calling you in early March to get the mileage (odometer) reading for each of your vehicles, and to get the Vehicle Identification Number for any vehicle for which we haven't previously collected it.

I am enclosing an introductory letter from Dr. Calvin A. Kent of the Energy Information Administration. Please note that your identity will be held confidential. No information linking your name and address with the data you provide will ever be given to the Department of Energy, or to any other government agency.

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Survey Manager  
Response Analysis Corporation



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(609) 921-3333

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(609) 921-3333

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An employee owned company

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POST OFFICE BOX 158  
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(609) 921-3333

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Thank you again for your cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation

RT91-22



Department of Energy  
Washington, DC 20585

January 24, 1991

Dear Resident,

In early January 1991, you received a letter and a packet of materials from the Energy Information Administration of the U.S. Department of Energy (DOE) asking you to help us with our 1991 Residential Transportation Energy Consumption Survey (RTECS). (A copy of the original letter is enclosed.) In that letter, we indicated that our survey contractor, Response Analysis Corporation, would contact you to ask questions about your motor vehicles. We are temporarily postponing collecting this information.

The RTECS has been conducted every three years since 1980. The current survey has been in the planning stages for over a year. In fact, you helped in the development by participating in the Residential Energy Consumption Survey in the Fall of 1990.

Since the information we gather is an important component in developing a comprehensive National Energy Strategy, we will contact you soon to resume the survey because your help is needed.

We apologize for any inconvenience this may have caused you and appreciate your participation in the RTECS at a later date. If you have any questions please call collect to Martha Johnson, the DOE RTECS survey manager, at (202) 586-1135.

Sincerely,

A handwritten signature in cursive script that reads "Lynda T. Carlson".

Lynda T. Carlson, Director  
Energy End Use Division  
Energy Information Administration

Enclosure

**1991 Residential Transportation Energy Consumption Survey  
Vehicle Identification Number Card**

Form Approval:  
OMB No.: 1905-0088  
Expires: 9/30/93



U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION

**THIS CARD IS FOR YOUR:**

M 1376 01 V  
PASSENGER CAR  
YEAR: 19 84  
MAKE: HONDA  
MODEL NAME: CIVIC

In order for us to estimate the fuel efficiency of this vehicle, it would be helpful to know the **Vehicle Identification Number (VIN)**. The VIN provides information that allows researchers to estimate fuel economy for all types of cars, trucks and other vehicles. In this survey, your vehicles will represent those from thousands of other households that have similar vehicles. The VIN is a set of codes assigned to a vehicle at the factory which, when decoded, describe several of the vehicle's characteristics. These characteristics may then be used to calculate an estimated miles per gallon for that specific type of vehicle.

No information linking your name and address with the data you provide will be given to the Department of Energy, or any other government agency. Data provided to the Department of Energy will be screened to protect the identity of individual households.

PLEASE SEE THE OTHER SIDE OF THIS CARD FOR ADDITIONAL INSTRUCTIONS ON WHERE TO FIND THE VEHICLE IDENTIFICATION NUMBER.

For the vehicle described at the top of this card, please carefully record its **Vehicle Identification Number** below.

VIN: \_\_\_\_\_

Check here if you cannot find the Vehicle Identification Number .

After you have filled out the information requested, please return the card to the U.S. Department of Energy, Box 7335, Princeton, NJ 08543-9967, using the self-addressed Business Reply envelope.

EIA-876D2

THANK YOU FOR YOUR HELP!

**1991 Residential Transportation Energy Consumption Survey  
Beginning-of-Year Odometer Reading Card**

Form Approved  
OMB No.: 1905-0068  
Expires: 9/30/93

**THIS CARD IS FOR YOUR:**

U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION

Please put this card in your vehicle and write down the total  
mileage (odometer reading) after the last use of this vehicle

on

.....

MILES

After you have filled out the information requested, please keep this card near your telephone. We will be calling you to get the information. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Please see the other side of this card for additional instructions.

THANKS FOR YOUR HELP!

EIA-876C



## 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

## HOW TO USE THE ENCLOSED CARDS

Please read this first -- before filling out any cards

1. We have two different types of cards:
  - BEGINNING-OF-YEAR ODOMETER CARDS  
and
  - VEHICLE IDENTIFICATION NUMBER (VIN) CARDS
  
2. The label in the upper right-hand corner of each of these cards identifies which vehicle that card is for. For each vehicle that you have told us about, we have filled in this label with the MAKE, MODEL, YEAR and TYPE for that vehicle.  
  
We have also sent you one ODOMETER CARD and one VEHICLE IDENTIFICATION CARD, where this label was left blank. Set these two blank cards aside for now.
  
3. For each ODOMETER CARD labeled for your vehicle, please fill out by following the instructions on the card.
  
4. We have sent you a VEHICLE IDENTIFICATION NUMBER (VIN) CARD labeled for each vehicle, only in the event that we still need the Vehicle Identification Number for that Vehicle. (In some cases the VIN was unavailable at the time we last contacted you, and in other cases the VIN was transcribed incorrectly by our interviewer.) The VIN contains information on engine specifications which helps us to estimate fuel economy. Please fill out according to the instructions on the card.
  
5. The blank ODOMETER and VEHICLE IDENTIFICATION NUMBER CARDS are for any vehicle you may have acquired since we last contacted you. Because we were unaware of this newly acquired vehicle, we did not fill out the cards labels specifying MAKE, MODEL, YEAR and TYPE of vehicle. Please fill out the labels and other information on these two cards for any newly acquired vehicles.

Thank you very much.

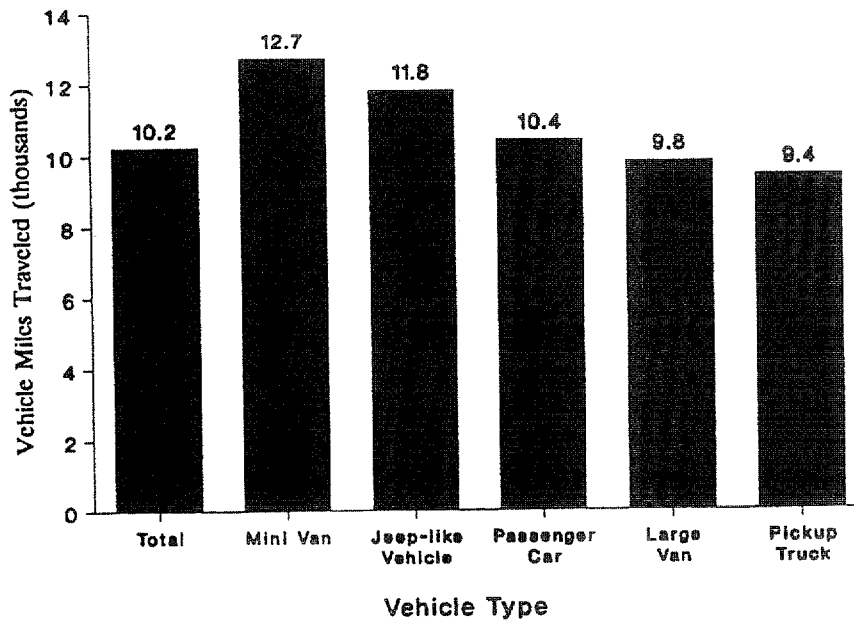
## DATA SHEET

### 1988 Residential Transportation Energy Consumption Survey

Some highlights from the 1988 survey are:

- There were an average of 1.8 vehicles per household.
- The average on-road vehicle miles per gallon was 18.3.
- Households had 4.7 million more pickup trucks than in 1985.

#### Average Miles Traveled per Vehicle by Vehicle Type, 1988



Source: Energy Information Administration, Office of Energy Markets and End Use, *Household Vehicles Energy Consumption 1988, Residential Transportation Energy Consumption Survey*, DOE/EIA-0464(88), Figure 6, p.14.

Summary of Vehicle Characteristics in the United States are:

- |   |        |         |
|---|--------|---------|
| ■ Number of Households with Vehicles      | 81.3   | million |
| ■ Number of Vehicles                      | 147.5  | million |
| ■ Vehicle Miles Traveled per Household    | 18,595 | miles   |
| ■ Vehicle Fuel Consumption per Household  | 1,014  | gallons |
| ■ Vehicle Fuel Expenditures per Household | 998    | dollars |

This information was prepared by the Energy Information Administration, the independent statistical and analytical agency within the Department of Energy. The information contained herein should not be construed as advocating or reflecting any policy position of the Department of Energy or any other organization.

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE  
USE \$300

**BUSINESS REPLY MAIL**  
FIRST CLASS PERMIT NO. 707 WASHINGTON DC  
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

U.S. Department of Energy  
Residential Transportation Energy Consumption Survey  
P.O. Box 7336  
Princeton, NJ 08542-9987

EIA-101

## **1991 Residential Transportation Energy Consumption Survey (RTECS)**

### **Interviewer Instructions for the Beginning-of-Year Questionnaire**

#### **GENERAL INFORMATION**

The Residential Transportation Energy Consumption Survey (RTECS) is conducted every three years.

The RTECS sample includes approximately 3,000 households.

All of the RTECS households have granted a personal interview last Fall for a survey of household energy use called RECS.

The foldout page in the questionnaire uses vehicle information that we got from the RECS.

Both the RTECS and RECS are sponsored by the United States Department of Energy (DOE).

#### **THE RTECS SAMPLE**

The RTECS sample of approximately 3,000 households is split into 4 batches of roughly 750 households per batch.

The 4 batches have "target dates" of January 14, January 21, January 28 and February 25.

The "target date" is the date we ask the household to use for recording the total mileage (odometer reading) for each vehicle.

#### **DATA COLLECTION MATERIALS**

Materials are sent to each household seven to ten days prior to the target date. These materials include:

- ✓ a letter from Response Analysis explaining the survey
- ✓ a letter from DOE asking for cooperation; this letter includes a privacy statement
- ✓ Odometer Cards -- one for each vehicle on the foldout page and one blank card for an extra vehicle we don't know about.
- ✓ VIN Cards -- one for each vehicle we don't already have the VIN # for and one blank card for an extra vehicle.
- ✓ An instruction page for filling out the cards.
- ✓ Energy Fact Sheet from the Department of Energy.



Be neat and write legibly when you mark the Call Record Sheet.

## CALLING SCHEDULE

The calling schedule for RTECS is as follows:

- ✓ Maximum of two weekday-daytime calls (before 6 PM local time).
- ✓ At least two weekday-evening attempts out of eight call attempts.

**Warning:** For the West Coast, "evening" means after 9 PM Eastern Standard Time.

- ✓ At least two weekend attempts out of eight attempts.
- ✓ Space your calls at least 2½ hours apart.
- ✓ Vary your calling times. Do not always call at the same time of day.
- ✓ Maximum of two calls on any one day.

**Exception:** If a specific time is given as the best time to call or the respondent has asked you to call back later in the day.

- ✓ Do not make any call after 10 PM local time, unless you were asked to call then.

## CALL RESULTS

### Busy Signal

Make several attempts to get the call through before marking "BUSY".

### Answering Machine

Do not leave a message.

### No Answer

Let the phone ring at least twelve times without being answered before recording "NA".

### Respondent Not Available

Ask for the person whose name is on the label. The spouse/partner or other "knowledgeable" person can be interviewed.

If the eligible respondent is not there or can't come to the phone, arrange for a callback. Record the callback time in EASTERN STANDARD TIME and mark "EST".

### Refusal

Mark "REF" if the household will not participate. Specify the refusal as "hard" or "soft" and make a brief note the gist of what the respondent has said. Use verbatims; include frank language if you feel it is necessary.

**NOTE:** If the respondent furnishes most of the information but refuses some items (e.g., refuses to give the VIN, or refuses to get the odometer reading), then DO NOT count this interview as a refusal; count it as a complete. Make a note on the call record sheet indicating that the respondent has refused to furnish at least some of the information.

## HOUSEHOLD LABEL, ADDRESS CORRECTIONS, STARTING THE INTERVIEW

### THE HOUSEHOLD LABEL

An example of the address label that is used on the call record sheet of the beginning-of-year RTECS questionnaire is illustrated below.

**Time Zone Code:** E=Eastern, C=Central, M=Mountain, P=Pacific, A=Alaskan, H=Hawaiian

**Household ID #**

E	T-1000-Jan 14
MR. JOHN SMITH	
123 MAIN STREET	
SMALLTOWN, NJ 08600	
609-921-0000	

**Mailing Address:** May be different from actual residential address

**Target Date:** Date that the household was asked to use for recording odometer readings for their vehicles

**Telephone Number:** If the number is clearly wrong or a message says that the number is disconnected or not in service, dial 1-[area code]-555-1212 (directory assistance) and try to get a new phone number. Record the new number, if you get one, on the address label.

### CORRECTING THE ADDRESS (Q. A2)

Make only the necessary corrections. We will assume all information is correct unless otherwise noted.

**NOTE:** We are asking for the correct MAILING address, not the actual residential address.

### BEGINNING THE INTERVIEW (Q. A3):

Before placing the call, review the foldout page. This page contains an inventory of the household's vehicles at the time of the RECS interview. Pay special attention to the VIN messages.

- ✓ We sent one odometer card for each vehicle shown, plus one blank odometer card for an extra vehicle.
- ✓ We sent one VIN card for each vehicle that has the message "ASK FOR VIN", plus one blank VIN Card for an extra vehicle.

**NOTE:** If the foldout page shows the message: **DO NOT ASK VIN FOR THIS OR ANY OTHER VEHICLE**  
we did not send any VIN Cards.

Even if the respondent didn't get the cards, didn't fill out the cards, or can't get the cards now, GO AHEAD WITH THE INTERVIEW.

If you can persuade the respondent to get the odometer reading(s) and/or VIN(s), WAIT WHILE THEY DO THIS. If they cannot be persuaded, arrange for a callback.

**WHITE AND BLUE PAGES**

Use the White and Blue pages for vehicles listed on the foldout page.

**VEHICLE NO LONGER OWNED:**

If the answer to Q. A3 is "NO" (the household no longer has that vehicle), complete the blue page for that vehicle.

**NO VEHICLES ON FOLDOUT PAGE:**

If there are no vehicles listed on the foldout page, go right to the Green Pages

Be careful to use the correct columns to record the answers (e.g., if you are asking about Vehicle 2 on the foldout page, use the column for Vehicle 2).

Ask all of the "A" Questions (A3 - A28), if appropriate, for one vehicle before going on to ask about the next vehicle.



**WHITE PAGES**

**QUESTION-BY-QUESTION**

**Q. A3: Do you still have [DESCRIBE THE VEHICLE AS LISTED ON THE FOLDOUT PAGE]?**

**Q. A4: Have I described it correctly?**

If the answer is "NO" (description is wrong), then **CORRECT** the foldout page so that it's right.

If the foldout page does not give the make name, model name, or year, try to get this information and record it on the foldout page.

**Qs. A5 - A7: Odometer reading (pronounced: O-DOM'-E-TER)**

- ✓ Do not record tenths of miles.
- ✓ The "target date" for the odometer reading is at the top of the foldout page.

Use this "target date" for Q. A6

If the odometer reading was not recorded on this date, write the date on which it was recorded in Q. A7.

- ✓ If the respondent did not fill out the odometer card(s), wait while they do it. Call back if necessary.

Use the same procedure for Q. A8 -- if they did not fill out the VIN card(s), wait while they do it.

**Q. A8: The Vehicle Identification Number (called "VIN" for short).**

- ✓ The VIN is also called the "ID", "Serial #", "Factory #", and "Motor ID #"
- ✓ The VIN usually consists of seventeen letters and numbers (i.e., AG12345KLMN123456), but may be shorter than seventeen. Do **NOT** question the respondent if he or she gives you a VIN that is shorter than seventeen characters.

YOU WILL NOT ASK Q. A8 FOR EVERY VEHICLE LISTED ON THE FOLDOUT PAGE.

WHEN AND WHEN NOT TO ASK FOR THE VIN (Q. A8):

ASK FOR VIN: If the foldout page says either:  
VIN INCORRECTLY RECORDED or ASK FOR VIN  
ASK FOR VIN

DO NOT ASK FOR VIN: If the foldout page says either:  
DO NOT ASK VIN FOR THIS OR ANY OTHER VEHICLE or WE HAVE VIN DO NOT ASK VIN

#### Qs. A9 - A14: Vehicle Characteristics

- ✓ "Don't Know" answers are OK. Do not ask for guesses.
- ✓ In Q. A9, manual shift is also called "standard shift" or "stick shift"

Vehicles equipped with manual shift have a clutch pedal. Vehicles equipped with an automatic transmission **DO NOT** have a clutch pedal.

#### Qs. A15 - A23: Fuel Information and MPG

Watch skip patterns!

"Don't Know" answers are OK. Do not ask for guesses.

- ✓ Qs. A15 - A18: Ask about "PAST YEAR" and what is "USUALLY" purchased.
- ✓ Qs. A19 - A20: Ask about "LAST TIME FUEL WAS PURCHASED"
- ✓ Q. A15: ETHANOL BLEND is GASOHOL (gasoline containing some alcohol).
- ✓ Qs. A17 & A20: MIDGRADE means "higher quality (octane) than regular, but not as high quality (octane) as premium".
- ✓ Qs. A21 & A23: Read these questions as they are printed, even though they are long.

**Qs. A26 - A28: Commuting Questions**

- ✓ Ask these questions only if the answer to Q. A25 is "YES" (the vehicle is used for commuting).
- ✓ Record miles and minutes for commuting one-way, not round trip.



Use the blue page if:

- ✓ If the vehicle is listed on the foldout page
- AND**
- ✓ The answer to Q. A3 for the vehicle is "NO" (the household no longer has the vehicle)

Pay attention to skip patterns!

If the answer to Q. B1 is "DON'T KNOW", then skip the rest of the questions on the blue page.

The box at the bottom of the blue page is important. It contains skip instructions that tell you where to go next.

## GREEN PAGES

Use the green pages to record information for a vehicle that the respondent:

- ✓ has acquired since the RECS interview last Fall (not listed on foldout page)
- ✓ had, but did not mention, at the time of the RECS interview (also not listed on foldout page)

**SUMMARY:** USE THE GREEN PAGES FOR VEHICLES NOT LISTED ON THE FOLDOUT PAGE.

### QUESTION-BY-QUESTION

**Q. C1: Do you have any other vehicles?**

- ✓ DO NOT count motorcycles or mopeds – we're not interested in them.
- ✓ DO count company cars, trucks, and vans IF they are used for personal reasons.
- ✓ DO count vehicles that belong to lodgers, students, and relatives that live in the household.

**Q. C3: Please tell me the make, model name, and year of the vehicle.**

- ✓ The instruction box at bottom of page is important.
- ✓ Get as much make, model, and year information as you can.

**Q. C4: What type of vehicle is it?**

If the respondent says that the vehicle type is a "VAN", probe for whether he or she considers it to be a **LARGE VAN** or a **MINI VAN**.

**Qs. C6 - C8: Odometer Reading.**

- ✓ We hope that the respondent has used the blank odometer card that we sent.

- ✓ The "target date" for the odometer reading is at the top of the foldout page.
- ✓ If the respondent did not fill out the odometer card, wait while they do it. Call back if necessary.

**Qs. C9 - C10: Asking for the VIN**

- ✓ We hope that the respondent has used the blank VIN card that we sent.
- ✓ **!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! WARNING !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

If the foldout page has this message anywhere:

DO NOT ASK VIN  
FOR THIS OR ANY  
OTHER VEHICLE

never ask for the VIN for **ANY** vehicle during the interview.

- ✓ If the respondent did not fill out the VIN Card, wait while they do it. Call back if necessary.

## **APPENDIX A**

### **DATA COLLECTION MATERIALS MAILED TO RESPONDENTS**

- ✓ **Letter from the Department of Energy**
- ✓ **Letter from Response Analysis**
- ✓ **Odometer Card**
- ✓ **VIN Card**
- ✓ **Instruction Page**
- ✓ **Energy Fact Sheet**

Letter from the Department of Energy (Front)



Department of Energy

Washington, DC 20585

January 1991

Dear Resident:

The U.S. Department of Energy (DOE) is committed to developing a comprehensive National Energy Strategy. One of the ways DOE is attempting to do this is by learning about your vehicles' energy use. But, your help is needed.

An interviewer will telephone you shortly to ask questions about your motor vehicles. The interviewer is employed by the Response Analysis Corporation of Princeton, New Jersey, who is under contract to the Energy Information Administration of DOE to conduct the Residential Transportation Energy Consumption Survey (RTECS). This survey will provide important information on current trends in energy use in the residential transportation sector and will help those who are planning for our energy future. Examples of information from the survey are enclosed.

Your household was picked as part of a scientific sample of households throughout the United States. Because this is a sample survey, your answers represent not only your vehicles, but thousands of other vehicles like yours. For this reason, your participation in this voluntary survey is extremely important. There is no penalty for not answering, but each missing answer makes the national data on energy less accurate and complete.

The information you provide and your identity will be held confidential in accordance with the provisions of the Privacy Act of 1974. See the statement on the other side of this letter for further details on the Privacy Act and public reporting burden.

If you have any questions about the survey, please call collect to Jim Devlin, of the Response Analysis Corporation at (609) 921-3333. If you wish to contact someone at the Department of Energy about the survey, please call collect to Martha Johnson, the RTECS survey manager at (202) 586-1135.

We appreciate your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin A. Kent".

Calvin A. Kent, Ph.D.  
Administrator  
Energy Information Administration

Enclosure

## Letter from the Department of Energy (Back)

### PRIVACY ACT NOTICE

This Residential Transportation Energy Consumption Survey is being conducted by the Response Analysis Corporation for the U.S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information about vehicles used by households for personal use. This information helps the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle consumption and expenditures have been linked with the information describing your households and we have concluded our planned contacts with your households, your name and address will be destroyed.

The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; the Department of Energy, or any other Government agency will not be able to locate your household.

Your participation in this survey is voluntary.

### PUBLIC REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 10 minutes for the telephone interview.

Send comments regarding public reporting burden or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Energy Information Administration  
Office of Statistical Standards  
EI-73, Mail Station: 2F-081  
1000 Independence Avenue, SW  
Washington, DC 20585

and

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503



## Letter from Response Analysis



January, 1991

Thank you!

Last fall you participated in the U.S. Department of Energy's (DOE) Residential Energy Consumption Survey (RECS). In conjunction with the RECS, the DOE also conducts the Residential Transportation Energy Consumption Survey (RTECS) which concentrates on energy used for personal transportation. This RTECS information, when linked with the energy consumption used in the home (from the RECS), provides information on all energy used in the residential sector. The Response Analysis Corporation is the data collection contractor for the DOE for both surveys.

As part of the RTECS, we now need to update information and ask a few additional questions concerning your vehicles and their use. Information obtained from you will represent thousands of other households that have similar vehicles.

We hope that you will assist us by completing the enclosed cards. It will only take a few minutes. An instruction page which explains how to use the cards has been included.

After filling out the cards, please keep them near your telephone. We will be calling you later this month to get the mileage (odometer) reading for each of your vehicles, and to get the Vehicle Identification Number for any vehicle for which we haven't previously collected it.

I am enclosing an introductory letter from Dr. Calvin A. Kent of the Energy Information Administration. Please note that your identity will be held confidential. No information linking your name and address with the data you provide will ever be given to the Department of Energy, or to any other government agency.

Your participation is very important to the success of this research and is totally voluntary. Please call me collect at (609) 921-3333 if you have any questions about this survey.

Thank you again for your cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation

Odometer Card (Front and Back)

1991 Residential Transportation Energy Consumption Survey  
Beginning-of-Year Odometer Reading Card

Form Approval:  
OMB No.: 1905-0088  
Expires: 9/30/93



THIS CARD IS FOR YOUR:

U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION

Please put this card in your vehicle and write down the total mileage (odometer reading) after the last use of this vehicle on **MONDAY, JANUARY 28, 1991** .....

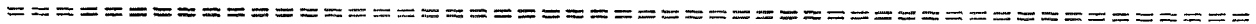
\_\_\_\_\_ MILES

After you have filled in the information requested, please keep this card near your telephone. We will be calling you to get the information. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Please see the other side of this card for additional instructions.

THANKS FOR YOUR HELP!

EIA-876C



PLEASE READ THE OTHER SIDE OF THIS CARD FIRST

Additional instructions:

If your mileage meter (odometer) registers tenths of miles, please ignore these and record whole number of miles only.

If vehicle is not used on the day and date given on the other side of this card, please record the total mileage (odometer reading) as of that day.

If the mileage meter (odometer) does not work, just let us know that.

One extra Odometer Reading Card was sent to you.

If your household now owns or regularly uses any replacement or additional vehicle that we didn't send an Odometer Reading Card for, use the extra card for that vehicle, and fill in the TYPE, YEAR, MAKE, and MODEL NAME on the card label.

# VIN Card (Front and Back)

## 1991 Residential Transportation Energy Consumption Survey Vehicle Identification Number Card

Form Approval:  
OMB No.: 1805-0030  
Expires: 03/31/90

THIS CARD IS FOR YOUR:

### U.S. DEPARTMENT OF ENERGY ENERGY INFORMATION ADMINISTRATION

In order for us to estimate the fuel efficiency of this vehicle, it would be helpful to know the Vehicle Identification Number (VIN). The VIN provides information that allows researchers to estimate fuel economy for all types of cars, trucks and other vehicles. In this survey, your vehicles will represent those from thousands of other households that have similar vehicles. The VIN is a set of codes assigned to a vehicle at the factory which, when decoded, describe several of the vehicle's characteristics. These characteristics may then be used to calculate an estimated miles per gallon for that specific type of vehicle.

No information linking your name and address with the data you provide will be given to the Department of Energy, or any other government agency. Data provided to the Department of Energy will be screened to protect the identity of individual households.

PLEASE SEE THE OTHER SIDE OF THIS CARD FOR ADDITIONAL INSTRUCTIONS ON WHERE TO FIND THE VEHICLE IDENTIFICATION NUMBER.

For the vehicle described at the top of this card, please carefully record its Vehicle Identification Number below.

VIN: \_\_\_\_\_

Check here if you cannot find the Vehicle Identification Number .

After you have filled out the information requested, please return this card near your telephone. We will be calling you to get the information. If you will be difficult to reach by phone, or if you have any questions about this survey, call collect to Jim Devlin at (809) 921-3333.

EIA-876D1

THANK YOU FOR YOUR HELP!

=====

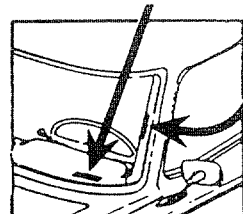
### PLEASE READ THE OTHER SIDE OF THIS CARD FIRST ADDITIONAL INSTRUCTIONS ON WHERE TO FIND THE VEHICLE IDENTIFICATION NUMBER

The Vehicle Identification Number (VIN) is a combination of digits and letters. It is usually 17 letters and digits long. Here is an example of what the VIN may look like:

1FABP28A6FF143890

The Vehicle Identification Number may be found in a number of places:

- On the vehicle.  
Look for a small metal label that can be read while standing outside the vehicle. Look for the label on the driver's side of the dashboard, or on the window post. Sometimes it is on the driver's door.
- On the motor vehicle registration certificate.
- On an insurance card or insurance policy for the vehicle.
- On the vehicle title.
- On a State safety or emissions inspection certificate.
- On the bill of sale for the vehicle.



Caution . . . The Vehicle Identification Number is usually not found on your driver's license or on the vehicle license plates.

Once you have located the Vehicle Identification Number, copy it down on the VEHICLE IDENTIFICATION NUMBER CARD exactly as it appears on the vehicle, or on the document you are using.

For the sample VIN given above, we would write:

VIN: 1 F A B P 2 8 A 6 F F 1 4 3 8 9 0

We have sent you one VEHICLE IDENTIFICATION NUMBER CARD preprinted for each vehicle in the household — except for vehicles whose identification numbers you have already provided to us. In addition, one extra VEHICLE IDENTIFICATION NUMBER CARD was sent to you. If your household now owns or regularly uses a vehicle that we did not send a VIN CARD for, please use the extra card for this vehicle, and fill in the TYPE, YEAR, MAKE and MODEL NAME on the card label.

## Instruction Page

EIA-876A (1991)

FORM APPROVAL  
OMB NO: 1905-0068  
EXPIRES: 9/30/93

### 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

#### HOW TO USE THE ENCLOSED CARDS

Please read this first -- before filling out any cards

1. We have two different types of cards:
  - BEGINNING-OF-YEAR ODOMETER CARDS
  - and
  - VEHICLE IDENTIFICATION NUMBER (VIN) CARDS
2. The label in the upper right-hand corner of each of these cards identifies which vehicle that card is for. For each vehicle that you have told us about, we have filled in this label with the MAKE, MODEL, YEAR and TYPE for that vehicle.  
  
We have also sent you one ODOMETER CARD and one VEHICLE IDENTIFICATION CARD, where this label was left blank. Set these two blank cards aside for now.
3. For each ODOMETER CARD labeled for your vehicle, please fill out by following the instructions on the card.
4. We have sent you a VEHICLE IDENTIFICATION NUMBER (VIN) CARD labeled for each vehicle, only in the event that we still need the Vehicle Identification Number for that Vehicle. (In some cases the VIN was unavailable at the time we last contacted you, and in other cases the VIN was transcribed incorrectly by our interviewer.) The VIN contains information on engine specifications which helps us to estimate fuel economy. Please fill out according to the instructions on the card.
5. The blank ODOMETER and VEHICLE IDENTIFICATION NUMBER CARDS are for any vehicle you may have acquired since we last contacted you. Because we were unaware of this newly acquired vehicle, we did not fill out the cards labels specifying MAKE, MODEL, YEAR and TYPE of vehicle. Please fill out the labels and other information on these two cards for any newly acquired vehicles.

Thank you very much.

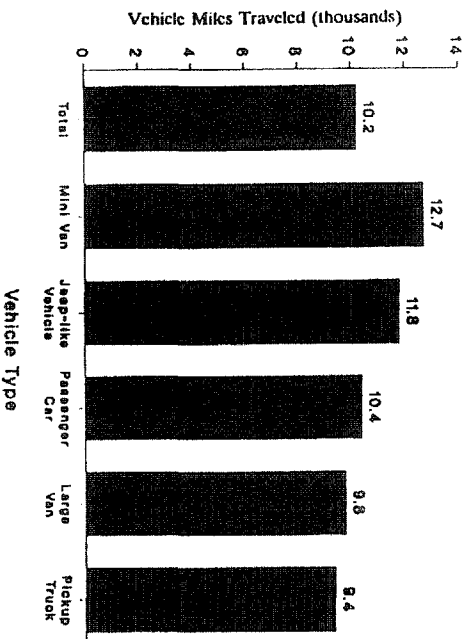
## Energy Fact Sheet

### DATA SHEET 1988 Residential Transportation Energy Consumption Survey

Some highlights from the 1988 survey are:

- There were an average of 1.8 vehicles per household.
- The average on-road vehicle miles per gallon was 18.3.
- Households had 4.7 million more pickup trucks than in 1985.

#### Average Miles Traveled per Vehicle by Vehicle Type, 1988



Source: Energy Information Administration, Office of Energy Markets and End Use, Household Vehicles Energy Consumption 1988, Residential Transportation Energy Consumption Survey, DOE/EIA-0464(88), Figure 8, p.14.

#### Summary of Vehicle Characteristics in the United States are:

- |   |               |
|---|---------------|
| ■ Number of Households with Vehicles      | 81.3 million  |
| ■ Number of Vehicles                      | 147.5 million |
| ■ Vehicle Miles Traveled per Household    | 18,595 miles  |
| ■ Vehicle Fuel Consumption per Household  | 1,014 gallons |
| ■ Vehicle Fuel Expenditures per Household | 998 dollars   |

This information was prepared by the Energy Information Administration, the independent statistical and analytical agency within the Department of Energy. The information contained herein should not be construed as advocating or reflecting any policy position of the Department of Energy or any other organization.

**1991 Residential Transportation Energy Consumption Survey  
(Beginning-of-Year Telephone Survey)**

C  
T-11 Jan 14  
MRS LILLIAN [REDACTED]  
RT [REDACTED], BOX [REDACTED]  
[REDACTED], MS 388  
601-[REDACTED]-7-2

CALL #	CALL RECORD			CALL RESULT CODE									INTERVIEWER	NOTES, INCLUDING: o Contact person o Best time for callback o Appointments o REFUSALS*  (REMEMBER TO WRITE E.S.T. FOR ALL TIMES RECORDED.)
	DAY OF WEEK	DATE	TIME	B U S Y	A M	N A	R A	L A B	D I S	H I S	R* E F	C H		
1				1	2	3	4	5	6	7	8*	9		
2				1	2	3	4	5	6	7	8*	9		
3				1	2	3	4	5	6	7	8*	9		
4				1	2	3	4	5	6	7	8*	9		
5				1	2	3	4	5	6	7	8*	9		
6				1	2	3	4	5	6	7	8*	9		
7				1	2	3	4	5	6	7	8*	9		
8				1	2	3	4	5	6	7	8*	9		

\* IMPORTANT: ALL REFUSALS SHOULD BE 1) SPECIFIED AS "HARD" OR "SOFT," AND 2) DESCRIBED (WRITE REASONS AND STATEMENT.)

ASK FIRST TO SPEAK WITH THE PERSON WHOSE NAME APPEARS ON THE LABEL. IF HE/SHE IS UNAVAILABLE, THE INTERVIEW MAY BE COMPLETED WITH A SPOUSE OR OTHER KNOWLEDGEABLE MEMBER OF THE HOUSEHOLD.

Hello, this is \_\_\_\_\_ calling from Response Analysis Corporation in Princeton, New Jersey. We recently sent a letter about a special study that the U.S. Department of Energy has asked us to do on energy use for household vehicles.

IF ASKED ABOUT CONFIDENTIALITY, READ:

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual households, and summarized within large groupings for statistical purposes.

A1. First, I would like to check that we have your correct mailing address.  
Is it . . . ? (READ ADDRESS SHOWN ON LABEL)

- YES -- CONTINUE WITH A2  
 NO -----↓

A1.A IF MAILING ADDRESS IS INCORRECT, WRITE IN THE CORRECT ADDRESS BELOW:

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

A1.B When did you move to (ADDRESS NOTED ABOVE)?

Month and Year: \_\_\_\_\_

A2. Within the last couple of weeks, we mailed you some cards for recording the total mileage or odometer reading(s) for your vehicle(s) -- and also for recording the Vehicle Identification Number(s).

A2.A Did you receive the cards?

- YES -- CONTINUE WITH QUESTION A2.B  
 NO -- SKIP TO QUESTION A3.

TRY TO GET RESPONDENT TO VISIT VEHICLE(S) FOR ODOMETER  
READING(S) AND VIN(S) WHILE YOU WAIT.  
ARRANGE FOR CALLBACK IF NECESSARY.

IF "YES" FOR Q. A2.A, ASK:

A2.B Have you filled out these cards yet?

- YES -- CONTINUE WITH QUESTION A2.C  
 NO -- SKIP TO QUESTION A3.

TRY TO GET RESPONDENT TO VISIT VEHICLE(S) FOR ODOMETER  
READING(S) AND VIN(S) WHILE YOU WAIT.  
ARRANGE FOR CALLBACK IF NECESSARY.

IF "YES" FOR Q. A2.B, ASK:

A2.C Can you bring these cards to the phone?

- YES -- SKIP TO QUESTION A3.  
 NO -- SKIP TO QUESTION A3.

TRY TO GET RESPONDENT TO VISIT VEHICLE(S) FOR ODOMETER  
READING(S) AND VIN(S) WHILE YOU WAIT.  
ARRANGE FOR CALLBACK IF NECESSARY.

IF RESPONDENT SAYS HOUSEHOLD "Has no vehicles" or "Doesn't have vehicles you sent cards for" then:

SKIP TO QUESTION C1 (GREEN PAGES) IF FOLD-OUT PAGE SHOWS NO VEHICLES.

or

SKIP TO QUESTION A3 IF FOLD-OUT PAGE SHOWS 1 OR MORE VEHICLES. FOR VEHICLES RESPONDENT  
CLAIMS HE/SHE NO LONGER HAS, SAY YOU JUST WANT TO VERIFY SOME INFORMATION FOR THE  
RECORD.

**Section A: Current Vehicle Stock Questions**

USE WHITE PAGES FOR VEHICLES #1 - #4 OF FOLD-OUT PAGE.  
IF NO VEHICLE IS LISTED ON FOLD-OUT PAGE, SKIP TO Q. C1 (GREEN PAGES)

ASK ALL QUESTIONS FOR VEHICLE 1 FIRST, THEN GO TO VEHICLE 2, VEHICLE 3, AND VEHICLE 4

A3. I have a description of the vehicle(s) mentioned at the time of our most recent contact with your household. I would like to verify (this/these) descriptions with you.

Do you still have: YES  
(DESCRIBE VEHICLE AS LISTED ON (Go to Q. A4)  
COMPUTER FOLD-OUT PAGE)

NO  
(Go to Q. B1  
on blue page)

NEVER HAD  
(Go to next vehicle)

IF "YES" FOR Q. A3., ASK:

A4. Have I described it correctly? YES  
(IF NO, CORRECT COMPUTER FOLD-OUT. (Go to Q. A4)  
ALSO TRY TO OBTAIN MISSING YEAR, MAKE OR MODEL.) NO

A5. What was the odometer reading (total mileage) MILES  
that you recorded on the Odometer Card that we sent you?  
(READ BACK TO VERIFY) DON'T KNOW

A6. Was the mileage recorded on (DATE YES  
SPECIFIED ON COMPUTER FOLD-OUT)? NO  
DON'T KNOW

IF "NO" FOR Q. A6., ASK:

A7. On what date was it recorded? MONTH  
DAY  
DON'T KNOW

Vehicle Number				
	#1	#2	#3	#4
1	1	1	1	1
0	0	0	0	0
8	8	8	8	8
1	1	1	1	1
0	0	0	0	0
_____	_____	_____	_____	_____
6	6	6	6	6
1	1	1	1	1
0	0	0	0	0
6	6	6	6	6
_____	_____	_____	_____	_____
6	6	6	6	6



INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

IF VIN ABSENT FROM COMPUTER FOLD-OUT ASK:

A8. What is the Vehicle Identification Number?

(HAVE RESPONDENT READ THIS FROM THE VIN CARD FOR THAT VEHICLE. READ BACK TO VERIFY.)

V E H I C L E  N U M B E R	1	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	2	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	3	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	4	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>

INTERVIEWER: Describe respondent reason or reaction for refusing VIN.

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

		Vehicle Number			
		#1	#2	#3	#4
A9. Does it have an automatic transmission or a manual shift?	AUTOMATIC	1	1	1	1
	MANUAL SHIFT	2	2	2	2
	DON'T KNOW	6	6	6	6
A10. How many cylinders does the engine have?	3-CYLINDER	3	3	3	3
	4-CYLINDER	4	4	4	4
	5-CYLINDER	5	5	5	5
	6-CYLINDER	6	6	6	6
	8-CYLINDER	8	8	8	8
	OTHER (Specify)	21	21	21	21
	DON'T KNOW	96	96	96	96
A11. Does it have front-wheel, rear-wheel or 4-wheel drive? (IF RESPONDENT SAYS COMBINATION THAT INCLUDES 4-WHEEL DRIVE, MARK "4-WHEEL")	FRONT-WHEEL	1	1	1	1
	REAR-WHEEL	2	2	2	2
	4-WHEEL	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A12. What is the engine size in liters or cubic inches? For example, engine size can range from 1 liter to 7 liters.	LITERS	_____	_____	_____	_____
	CUBIC INCHES	_____	_____	_____	_____
	OTHER (Specify)	995	995	995	995
	DON'T KNOW	996	996	996	996
A13. Does it have air-conditioning? (MARK "YES" EVEN IF IT DOES NOT WORK OR IS NOT USED)	YES	1	1	1	1
	NO	0	0	0	0
	DON'T KNOW	6	6	6	6

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

		Vehicle Number			
		#1	#2	#3	#4
A14. Does the fuel system use a carburetor, fuel injection, or is it a diesel engine?	CARBURETOR	1	1	1	1
	FUEL INJECTION	2	2	2	2
	DIESEL	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A15. During the past year did you purchase mostly gasoline, diesel, ethanol blend, or another type of fuel for this vehicle? (ANOTHER NAME FOR ETHANOL BLEND IS GASOHOL. OTHER TYPES OF FUEL COULD BE COMPRESSED NATURAL GAS (CNG).)	GASOLINE	1	1	1	1
	DIESEL	2	2	2	2
	ETHANOL BLEND	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A16. IF "GASOLINE", "ETHANOL BLEND", OR "OTHER" ASK:  During the past year, did you use mostly leaded or unleaded gasoline in this vehicle?	LEADED	1	1	1	1
	UNLEADED	2	2	2	2
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
	A17. IF "UNLEADED" ASK:  During the past year, did you use mostly regular or premium gasoline in this vehicle -- or some grade in between regular and premium? (AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")	REGULAR	1	1	1
PREMIUM		2	2	2	2
MIDGRADE		3	3	3	3
OTHER (Specify)		5	5	5	5
DON'T KNOW		6	6	6	6

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

		Vehicle Number			
		#1	#2	#3	#4
A18. When you bought fuel for this vehicle during the past year, did you generally use full-service pumps or self-service pumps for most purchases? (RECORD MINI-SERVICE AS SELF-SERVICE.)	FULL-SERVICE	1	1	1	1
	SELF-SERVICE (Includes Mini-Service)	2	2	2	2
	BOTH EQUALLY	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A19. What was the price per gallon the last time you purchased fuel for this vehicle?	PRICE	\$ . . .	\$ . . .	\$ . . .	\$ . . .
	DON'T KNOW	6	6	6	6
A20. What kind of fuel was purchased at that time? Diesel, unleaded regular, premium -- or some grade in between regular and premium? (RECORD <u>LEADED</u> REGULAR AS "OTHER". AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")	DIESEL	4	4	4	4
	UNLEADED REGULAR	1	1	1	1
	PREMIUM	2	2	2	2
	MIDGRADE	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A21. Which of the following best describes the type of driving conditions for this vehicle ... Mostly stop and go traffic? Mostly open road driving? Or some combination of these?	STOP & GO	1	1	1	1
	OPEN ROAD	2	2	2	2
	COMBINATION	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A22. What is your best estimate of the usual miles per gallon for this vehicle?	MPG				
	DON'T KNOW	6	6	6	6

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

IF "MPG" ANSWER IS GIVEN FOR Q. A22, ASK:

		Vehicle Number			
		#1	#2	#3	#4
A23. Is your estimate for miles per gallon ... From a log that you keep for fuel purchases? Or from an on-board computer? Or is it the advertised mpg? Or just a rough estimate?	LOG (RECORDS)	1	1	1	1
	ON-BOARD COMPUTER	2	2	2	2
	ADVERTISED MPG	3	3	3	3
	ROUGH ESTIMATE	4	4	4	4
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
A24. What is the age and sex of the household member who usually drives this vehicle?	AGE	_____	_____	_____	_____
	FEMALE	1	1	1	1
	MALE	2	2	2	2
	DON'T KNOW AGE	6	6	6	6
	DON'T KNOW SEX	6	6	6	6
i. Is this vehicle used for commuting to and from work?	YES	1	1	1	1
	NO	0	0	0	0
	DON'T KNOW	6	6	6	6
IF "YES" FOR Q. A25, ASK:					
A26. When the vehicle is driven from home to work, about how many miles is that, one-way? (RECORD MILES FOR 1-WAY, NOT ROUND TRIP.)	MILES	_____	_____	_____	_____
	NO FIXED PLACE OF WORK	5	5	5	5
	DON'T KNOW	6	6	6	6
A27. How many minutes does that one-way trip from home to work usually take? (RECORD MINUTES FOR 1-WAY, NOT ROUND TRIP.)	MINUTES	_____	_____	_____	_____
	NO FIXED PLACE OF WORK	5	5	5	5
	DON'T KNOW	6	6	6	6
A28. How many days per week is the vehicle used for commuting?	DAYS	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6

• FOR NEXT VEHICLE ON COMPUTER FOLD-OUT PAGE, GO BACK TO QUESTION A3.  
• AFTER LAST VEHICLE ON COMPUTER FOLD-OUT PAGE, SKIP TO QUESTION C1 ON THE GREEN PAGES.

**Section B: Disposed Vehicle Stock Questions**

IF "NO" FOR Q. A3., ASK:

B1. Was this vehicle sold, traded in or disposed of, or did the owner move away?

SOLD, TRADED OR  
DISPOSED OF  
(Go to Q. B2.)

OWNER MOVED AWAY  
(Go to Q. B4.)

DON'T KNOW

Vehicle Number			
#1	#2	#3	#4
1	1	1	1
2	2	2	2
6	6	6	6
_____	_____	_____	_____
_____	_____	_____	_____
96	96	96	96
96	96	96	96
_____	_____	_____	_____
6	6	6	6
_____	_____	_____	_____
_____	_____	_____	_____
96	96	96	96
96	96	96	96

IF "SOLD/TRADED/DISPOSED" FOR Q. B1., ASK:

B2. In what month and year did you dispose of this vehicle?

MONTH

YEAR

DON'T KNOW MONTH

DON'T KNOW YEAR

B3. Approximately, what was the odometer reading (total mileage) on the vehicle at the time that you sold, traded or disposed of it?

MILES

DON'T KNOW

IF "OWNER MOVED AWAY" FOR Q. B1., ASK

B4. In what month and year did owner move away with this vehicle?

MONTH

YEAR

DON'T KNOW MONTH

DON'T KNOW YEAR

- FOR NEXT VEHICLE ON COMPUTER FOLD-OUT PAGE, GO BACK TO QUESTION A3.
- AFTER LAST VEHICLE ON COMPUTER FOLD-OUT PAGE, SKIP TO QUESTION C1 ON THE GREEN PAGES.

**Section C: Acquired Vehicle Stock Questions**

C1. Do you or other members of your household own or have for your personal use any cars, trucks, vans, or similar vehicles, in addition to (DESCRIBE VEHICLES LISTED ON COMPUTER FOLD-OUT PAGE, EXCEPT FOR VIN)? (DO NOT MENTION AGAIN ANY VEHICLES THEY NO LONGER HAVE.)

- 1 YES
  - 0 NO
  - 6 DON'T KNOW
- SKIP TO Q. D1 (yellow page)

IF "YES," ASK:

C2. How many additional vehicles do you have?

- 1 ONE
  - 2 TWO
  - 3 THREE
  - 4 FOUR OR MORE
  - 6 DON'T KNOW
- ASK Q. C3

IF "ONE OR MORE VEHICLES" ON Q. C2, ASK Q. C3 FOR EACH ADDITIONAL VEHICLE, AND THEN ASK Q. C4 FOR EACH ADDITIONAL VEHICLE.

C3. Please tell me the make, model name and year (of each one).

Vehicle Number				
	#A	#B	#C	#D
MAKE	_____	_____	_____	_____
MODEL NAME	_____	_____	_____	_____
MODEL YEAR	19_____	19_____	19_____	19_____
DON'T KNOW MAKE	6	6	6	6
DON'T KNOW MODEL	6	6	6	6
DON'T KNOW YEAR	96	96	96	96
PASSENGER CAR	1	1	1	1
STATION WAGON	3	3	3	3
LARGE VAN	4	4	4	4
MINI VAN	5	5	5	5
PICKUP TRUCK	6	6	6	6
JEEP OR SIMILAR VEHICLE	7	7	7	7
OTHER (Specify)	21	21	21	21
DON'T KNOW	96	96	96	96

C4. What type of vehicle is the (READ: YEAR, MAKE, MODEL--FROM Q. C3.) (READ CATEGORIES TO RESPONDENT IF NECESSARY.)

**INTERVIEWER INSTRUCTIONS:**

Q. C3 -- A model name may consist of several parts -- be sure to get the complete name. Here are some examples, where the complete model name is in parentheses: Ford (Galactic), Chevrolet (V-10 Suburban), GMC (V-15 Jimmy), Toyota (2WD Cargo Van). If respondent does not know the name of a truck, probe for size (1/2 ton, 3/4 ton, etc.).

ASK Q. C5 - C30 FOR VEHICLE A FIRST, THEN GO TO VEHICLE B, VEHICLE C, AND VEHICLE D

C5. In what month and year did you get this vehicle?  
(READ: YEAR, MAKE, MODEL FROM--Q. C3)

MONTH

YEAR

DON'T KNOW MONTH

DON'T KNOW YEAR

C6. Do you happen to know the total mileage (odometer) reading after the last use of the vehicle on (DATE FROM COMPUTER FOLD-OUT)?

YES

NO

IF "YES," ASK:

C7. What was the mileage as of (DATE FROM COMPUTER FOLD-OUT)?

MILES

IF "NO," ASK:

C8. Do you know the mileage as of a different date?

NO

YES

DATE

MILES

C9. Do you know the Vehicle Identification Number for this vehicle?

YES

NO

Vehicle Number			
#A	#B	#C	#D
_____	_____	_____	_____
19_____	19_____	19_____	19_____
96	96	96	96
96	96	96	96
1	1	1	1
0	0	0	0
_____	_____	_____	_____
0	0	0	0
1	1	1	1
_____	_____	_____	_____
_____	_____	_____	_____
1	1	1	1
0	0	0	0

IF "YES," ASK:

C10. What is the Vehicle Identification Number for this vehicle? (READ BACK TO VERIFY WITH RESPONDENT)

VEHICLE NUMBER	1	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	2	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	3	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>
	4	VIN: _____ VIN REFUSED <input type="checkbox"/>	VIN NOT OBTAINED <input type="checkbox"/>

INTERVIEWER: Describe respondent reason or reaction for refusing VIN.



INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

		Vehicle Number			
		#A	#B	#C	#D
C11. Does it have an automatic transmission or a manual shift?	AUTOMATIC	1	1	1	1
	MANUAL SHIFT	2	2	2	2
	DON'T KNOW	6	6	6	6
C12. How many cylinders does the engine have?	3-CYLINDER	3	3	3	3
	4-CYLINDER	4	4	4	4
	5-CYLINDER	5	5	5	5
	6-CYLINDER	6	6	6	6
	8-CYLINDER	8	8	8	8
	OTHER (Specify)	21	21	21	21
	DON'T KNOW	96	96	96	96
C13. Does it have front-wheel, rear-wheel or 4-wheel drive? (IF RESPONDENT SAYS COMBINATION THAT INCLUDES 4-WHEEL DRIVE, MARK "4-WHEEL")	FRONT-WHEEL	1	1	1	1
	REAR-WHEEL	2	2	2	2
	4-WHEEL	3	3	3	3
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
C14. What is the engine size in liters or cubic inches? For example, engine size can range from 1 liter to 7 liters.	LITERS	_____	_____	_____	_____
	CUBIC INCHES	_____	_____	_____	_____
	OTHER (Specify)	995	995	995	995
	DON'T KNOW	996	996	996	996
C15. Does it have air-conditioning? (MARK "YES" EVEN IF IT DOES NOT WORK OR IS NOT USED)	YES	1	1	1	1
	NO	0	0	0	0
	DON'T KNOW	6	6	6	6

**INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.**

C16. Does the fuel system use a carburetor, fuel injection, or is it a diesel engine?

CARBURETOR

FUEL INJECTION

DIESEL

OTHER  
(Specify)

DON'T KNOW

C17. Do you generally purchase mostly gasoline, diesel, ethanol blend, or another type of fuel for this vehicle?

GASOLINE

DIESEL

(ANOTHER NAME FOR ETHANOL BLEND IS GASOHOL. OTHER TYPES OF FUEL COULD BE COMPRESSED NATURAL GAS (CNG).)

ETHANOL BLEND

OTHER  
(Specify)

DON'T KNOW

C18. IF "GASOLINE", "ETHANOL BLEND", OR "OTHER" ASK:

Do you generally use mostly leaded or unleaded gasoline in this vehicle?

LEADED

UNLEADED

OTHER  
(Specify)

DON'T KNOW

C19. IF "UNLEADED" ASK:

Do you generally use mostly regular or premium gasoline in this vehicle -- or some grade in between regular and premium?

(AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")

REGULAR

PREMIUM

MIDGRADE

OTHER  
(Specify)

DON'T KNOW

Vehicle Number			
#A	#B	#C	#D
1	1	1	1
2	2	2	2
3	3	3	3
5	5	5	5
6	6	6	6
1	1	1	1
2	2	2	2
3	3	3	3
5	5	5	5
6	6	6	6
1	1	1	1
2	2	2	2
5	5	5	5
6	6	6	6
1	1	1	1
2	2	2	2
3	3	3	3
5	5	5	5
6	6	6	6

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

		Vehicle Number			
		#A	#B	#C	#D
C20. When you buy fuel for this vehicle, do you generally use full-service pumps or self-service pumps for most purchases? (RECORD MINI-SERVICE AS SELF-SERVICE.)	FULL-SERVICE	1	1	1	1
	SELF-SERVICE (Includes Mini-Service)	2	2	2	2
	BOTH EQUALLY	3	3	3	3
	OTHER (Specify)	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6
C21. What was the price per gallon the last time you purchased fuel for this vehicle?	PRICE	\$ ____ . ____	\$ ____ . ____	\$ ____ . ____	\$ ____ . ____
	DON'T KNOW	6	6	6	6
C22. What kind of fuel was purchased at that time? Diesel, unleaded regular, premium -- or some grade in between regular and premium? (RECORD LEADED REGULAR AS "OTHER". AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")	DIESEL	4	4	4	4
	UNLEADED REGULAR	1	1	1	1
	PREMIUM	2	2	2	2
	MIDGRADE	3	3	3	3
	OTHER (Specify)	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6
C23. Which of the following best describes the type of driving conditions for this vehicle ... Mostly stop and go traffic? Mostly open road driving? Or some combination of these?	STOP & GO	1	1	1	1
	OPEN ROAD	2	2	2	2
	COMBINATION	3	3	3	3
	OTHER (Specify)	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6
C24. What is your best estimate of the usual miles per gallon for this vehicle?	MPG	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6

INTERVIEWER: REMIND RESPONDENT WHICH VEHICLE YOU ARE DISCUSSING.  
E.G., FORD LTD, DODGE PICKUP, ETC.

IF "MPG" ANSWER IS GIVEN FOR Q. C24, ASK:

		Vehicle Number			
		#A	#B	#C	#D
C25. Is your estimate for miles per gallon ... From a log that you keep for fuel purchases? Or from an on-board computer? Or is it the advertised mpg? Or just a rough estimate?	LOG (RECORDS)	1	1	1	1
	ON-BOARD COMPUTER	2	2	2	2
	ADVERTISED MPG	3	3	3	3
	ROUGH ESTIMATES	4	4	4	4
	OTHER (Specify)	5	5	5	5
	DON'T KNOW	6	6	6	6
C26. What is the age and sex of the household member who usually drives this vehicle?	AGE	_____	_____	_____	_____
	FEMALE	1	1	1	1
	MALE	2	2	2	2
	DON'T KNOW AGE	6	6	6	6
	DON'T KNOW SEX	6	6	6	6
C27. Is this vehicle used for commuting to and from work?	YES	1	1	1	1
	NO	0	0	0	0
	DON'T KNOW	6	6	6	6
IF "YES" FOR Q. C27, ASK:					
C28. When the vehicle is driven from home to work, about how many miles is that, one-way? (RECORD MILES FOR 1-WAY, NOT ROUND TRIP.)	MILES	_____	_____	_____	_____
	NO FIXED PLACE OF WORK	5	5	5	5
	DON'T KNOW	6	6	6	6
C29. How many minutes does that one-way trip from home to work usually take? (RECORD MINUTES FOR 1-WAY, NOT ROUND TRIP.)	MINUTES	_____	_____	_____	_____
	NO FIXED PLACE OF WORK	5	5	5	5
	DON'T KNOW	6	6	6	6
C30. How many days per week is the vehicle used for commuting?	DAYS	_____	_____	_____	_____
	DON'T KNOW	6	6	6	6

INTERVIEWER: MAKE SURE YOU HAVE ASKED THE FULL SET OF GREEN-PAGE QUESTIONS (Q's. C3-C30) FOR EACH ADDITIONAL VEHICLE THE RESPONDENT TOLD YOU ABOUT IN QUESTION C2. THEN CONTINUE WITH QUESTION D1 (YELLOW PAGE).

### Section D: Closing

D1. Is there a possibility that your household will move any time within the next 12 months?

- 1 YES, DEFINITELY } → Go to Q. D2
- 2 POSSIBLY } → Go to Q. D2
- 0 NO → Go to D4

IF "YES" OR "POSSIBLY," ASK:

D2. Do you happen to know when you (are/might be) moving?

MONTH/DAY/YEAR \_\_\_\_\_

APPROXIMATE TIME PERIOD \_\_\_\_\_

\_\_ DON'T KNOW

D3. Do you happen to know what your new address will be?

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_  
(Area Code)

D4. Thank you very much for helping us with this survey.

We will be contacting you at the end of the year to obtain followup odometer reading(s) for your vehicle(s).

Have a nice day/evening.

\_\_\_\_\_  
(Interviewer) (Date Completed) (Time Completed) AM  
PM

INTERVIEWER NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE SPECIFIED FOR ODOMETER READINGS  
 AFTER LAST USE OF VEHICLE(S) ON: JAN. 14, 1991

VEHICLE DATA TO BE MENTIONED IN QUESTION A3:

VEHICLE #	1	2
TYPE	PASSENGER CAR	
YEAR	19 75	
MAKE	BUICK	
MODEL NAME	REGAL	
(VIN) VEHICLE IDENTIF. NUMBER	WE HAVE VIN DO NOT ASK VIN	

VEHICLE #	3	4
TYPE		
YEAR		
MAKE		
MODEL NAME		
(VIN) VEHICLE IDENTIF. NUMBER		

HHID:

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DATE SPECIFIED FOR ODOMETER READINGS  
AFTER LAST USE OF VEHICLE(S) ON: JAN. 14, 1991

HOUSEHOLD REPORTED HAVING NO VEHICLES AT THE TIME  
OF THE RECS INTERVIEW.

ASK QUESTION A1, AND THEN SKIP TO QUESTION C1  
(GREEN PAGE).

## **RTECS INTERVIEWERS!**

### **PLEASE READ THE FOLLOWING IF YOU NEED TO EXPLAIN THE VIN (VEHICLE IDENTIFICATION NUMBER)**

The VIN provides information that allows researchers to estimate fuel economy for all types of cars, trucks, and other vehicles. In this survey, your vehicles will represent those from thousands of household that have similar vehicles.

The VIN is a set of codes assigned to a vehicle at the factory which, when decoded, describe several of the vehicle's characteristics. These characteristics may then be used to calculate an estimated miles per gallon for that specific type of vehicle.

Your VIN, and all other information that you provide, will be held confidential. No information that can be linked to your name and address will ever be provided to the Department of Energy, or to any other government agency.



# 1991 RTECS

## OCTANE RATING ==> FUEL GRADE CONVERSION CHART

RT91-19

Use the following conversion chart if a respondent answers one of the fuel grade questions with an octane rating for the gasoline. The questions this would apply to are:

A-17      A-20      C-19      C-22

<u>GRADE</u>	<u>OCTANE RATING</u>
REGULAR	85 - 87
MIDGRADE	88 - 90
PREMIUM	91 or higher

## 1991 RTECS BEGINNING-OF-YEAR CODING INSTRUCTIONS

### **GENERAL INSTRUCTIONS**

Open the computer foldout page before you begin coding the questionnaire. You will need to be sure that all vehicles listed on the computer foldout page are covered in Q A3.

If you have any problem with a questionnaire, put a yellow tag on it and put it aside for Benny or Jim D. – **DO NOT AGONIZE OVER PROBLEMS!**

After coding a pack of questionnaires, pull all questionnaires with address/phone number changes on the call record sheet or on Page 2. Put them in the ADDRESS/PHONE CHANGES box. Record the HHIDs of any questionnaires that you remove on the pack card.

### **PAGE 1**

#### **HHID**

Circle the household ID number on the address label.

#### **LENGTH OF INTERVIEW**

Zero-fill (if necessary) and circle the length of interview (a two-digit number, in minutes). This number is found in the upper-right corner of the page and was almost always recorded in blue or black ink.

#### **RESULT CODE**

Write this code to the right of the address label.

Review the call record sheet on Page 1 of the questionnaire and the Interviewer Remarks on Page 16 before assigning this code.

You should be coding ONLY questionnaires that are result codes 1 or 2. If you have a questionnaire with no data or a special situation (e.g., language barrier, deaf, or senile respondent, put a yellow tag on it and put it aside for Benny or Jim D.

The following are valid Result Codes.

#### **1 – All or Some Data Collected, Household Status Retained.**

All or some data were collected. As a minimum, we should have obtained an up-to-date record of vehicles in use by the household **OR** determined that the household did not have a vehicle at the time of contact. It is not necessary to evaluate the quality or completeness of the information collected.

Household status retained means that, as far as we know, the telephone number on the household address label is still good and that the household has not told us to stop calling them.

## **2 – All or Some Data Acquired, Household Status Changed.**

All or some data were collected (see description under Code 1).

Household status changed means that the telephone number on the household address label is no longer good **OR** that the household has told us to stop calling them **OR** some other situation exists that would make it difficult or impossible to contact the household using the telephone number on the household address label.

Some examples of when Code 2 would be used include:

- After 6 calls, during which most information was obtained, the 7th call resulted in a disconnect. No new telephone number is obtained.
- The questionnaire shows that some information was collected. The call record sheet, however, indicates that the respondent said "Don't ever call me again."

**THE FOLLOWING CODES ARE PROVIDED AS DOCUMENTATION  
DO NOT USE CODES 5, 6, AND 7**

## **5 – No Data Collected, NOT a Refusal.**

This code applies to a wide range of cases. For telephone households (those for whom we attempted a telephone contact), use this code if an interview was not completed for any reason other than a refusal. The reasons could include:

- disconnected or wrong telephone number
- never got an answer (includes answering machines)
- language barrier
- respondent was away
- never spoke with a knowledgeable person

For households without a telephone (for whom the contact was attempted by mail), use this code if completed survey materials were not returned.

## **6 – No Data Collected, Soft Refusal.**

This code is used when a telephone contact was made with the household, no data were collected, but the respondent did not strongly refuse to provide the information requested. This code applies, for example, when the respondent seemed as if he or she was making excuses for not completing the interview or when he or she made apologetic statements when refusing to participate.

Consult the call record sheet on Page 1 and the Interviewer Remarks on Page 16 to help determine whether this code applies. Every refusal must be classified as either "soft" or "hard." Note that the call record sheet may indicate that the interview is a "refusal" when, in fact, it may be a complete.

**7 -- No Data Collected, Hard Refusal.**

Use this code if a telephone contact was made with the household, no data were collected, and the respondent strongly refused to answer the questions, hung up, told us never to call again, or made some similarly forceful statement.

Consult the call record sheet on Page 1 and Interviewer Remarks on Page 16 to determine whether this code applies.

**PAGE 2**

**Q A1 -- Valid codes are 0 and 1.**

Write code to the right of the YES/NO boxes.

- Code a 0 if an address change(s) is indicated anywhere in the questionnaire. Address corrections are usually found in the box on Page 2, on the household address label at the top of Page 1.
- Code a 1 if no address corrections are indicated. You will usually code a 1.

**Q A2.A -- Valid codes are 0 and 1.**

Write the code to the right of the text of Q A2.A.

- Code a 1 if the YES box has been checked.
- Otherwise code a 0.

**Note:** Pay no attention to whether any of the remaining answer categories have been checked or not. Also, ignore any interviewer notes that may be written here.

**PAGE 3**

**CODE TOTAL VEHICLES FROM COMPUTER PAGE**

Before you begin coding this page you must determine the total number of vehicles for which Q A3 should have been answered. This is the number of vehicles described on the computer-generated foldout page.

Enter the count of vehicles above the title, "Section A: Current Vehicle Stock Questions." Circle this number.

**Q A3 -- Valid codes are 0, 1, and 8.**

- If no answer to Q A3 and Qs A4 - A28 are answered, code a 1 (YES).
- If no answer to Q A3 and Qs B1 - B4 are answered, code a 0 (NO).

Interviewers will sometimes record answers under the wrong vehicle column; e.g., vehicle #2 may be NO on Q A3, but the answers to Qs B1 - B4 are recorded for vehicle #1 instead of vehicle #2. When this occurs, draw a vertical line through the answer section for the wrong vehicle and enter the answers in correct column for that vehicle. If the page is a mess, copy it over on a fresh page.

Put a yellow tag on the questionnaire if you encounter unusual situations not covered above.

**Caution:** If the answer to Q A3 is YES, Qs B1 - B4 must not be answered for that vehicle. If the answer to Q A3 is NO, Qs A4 - A28 must not be answered for that vehicle.

### Qs A4 - A28

Only edit/code these questions if Q A3 is YES for that particular vehicle. These questions are to be skipped for any vehicle for which Q A3 is NO or NEVER HAD. Edit out the answers to Qs A4 - A28 for any vehicles that the household never owned or no longer has.

Q A4 – Valid codes are 0 and 1.

- Code a 0 (NO) if there is any change (corrected or better description) for that vehicle. The change may be on the computer foldout page or marked on this page of the questionnaire. Most of the changes have been made on the foldout page.
- Otherwise, code a 1 (YES).

### Q A5

The total vehicle mileage (odometer reading) must be a six-digit number.

- Code leading zeros if necessary.
- Edit out tenths of a mile.
- Leave the odometer reading blank when:
  - No mileage is given.
  - Mileage is given, but there is a note that the odometer is broken or that the odometer reading is an estimate.

If 6 (DON'T KNOW) has been circled, edit out the 6 and code MILES as 999996.

### Qs A6 - A7

- If Q A5 (MILES) is blank, these questions must be blank.
- If Q A5 (MILES) is a legitimate odometer reading (not blank), Q A6 must be answered.

Q A6 – Valid codes are 0, 1, 6, and 8.

- If Q A6 is YES but Q A7 is answered with a month and day other than the ones indicated on the computer foldout page or address label, edit Q A6 to NO.
- Code 8 if NO ANSWER.

### Q A7

Leave this question blank if Q A6 is YES, DON'T KNOW, or NO ANSWER.

Code MONTH and DAY only.

Code MONTH as a two-digit number; i.e., January = 01, etc.

Code DAY as a two-digit number; i.e., 01, 02, . . . 31.

- If the date provided is the same as the target date on the computer foldout page, edit Q A6 to YES and edit out the answer to Q A7.
- Unknown MONTH/known DAY combination – NOT Valid.
- Known MONTH/unknown DAY combination – Valid; code MONTH appropriately and code DAY as 98.
- If DON'T KNOW is checked, code MONTH as 96 and DAY as 96.
- If NO ANSWER, code MONTH as 98 and DAY as 98.

#### **PAGE 4**

##### **Q A8**

Consult the foldout page while coding this question.

- If foldout page shows the message – **WE HAVE VIN, DO NOT ASK VIN** – then leave VIN space blank (edit out VIN if one was provided).
- If foldout page shows either of the messages – **ASK FOR VIN** or **VIN INCORRECTLY RECORDED, ASK FOR VIN** – and the interviewer has recorded a VIN, edit the VIN if necessary:
  - Left adjust the VIN – if the VIN is less than 17 characters, make sure it begins in the left-most space and that the right-most spaces are blank.
  - If the VIN is longer than 17 characters, delete the right-most digits and letters until the VIN is exactly 17 characters.
- If foldout page shows a message to **ASK VIN** and a VIN was not recorded:
  - Leave the VIN blank.
  - If the VIN was left blank because it was **refused** – that is, the interviewer has indicated somewhere in the questionnaire that the respondent has refused to give the VIN – code and circle a 1 to the right of the VIN REFUSED box.

#### **PAGE 5**

**Q A9** – Valid codes are 1, 2, 6, and 8.

- Code 8 for NO ANSWER.

**Q A10** – Valid codes are 03, 04, 05, 06, 08, 09, 96, and 98.

- Code 09 for ROTARY.
- Code 98 for NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A11** – Valid codes are 1, 2, 3, 6, and 8.

- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A12**

Code LITERS and CUBIC INCHES as two separate questions.

Code both LITERS and CUBIC INCHES only if you are coding 996 or 998.

- If LITERS is answered:
  - Most answers should fall between 1 and 7, and may include one decimal place.
  - Multiply LITERS by 10 and code a leading zero (i.e., 4.1 becomes 041, 6 becomes 060, etc.).
- If CUBIC INCHES is answered:
  - Code this as a three-digit number. Most answers should fall between 100 and 450. Add a leading zero if necessary.
- If DON'T KNOW, code 996 for LITERS and code 996 for CUBIC INCHES.
- If NO ANSWER, code 998 for LITERS and code 998 for CUBIC INCHES.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A13** – Valid codes are 0, 1, 6, and 8.

- Code 8 if NO ANSWER.

**PAGE 6**

**Q A14** – Valid codes are 1, 2, 3, 6, and 8.

- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A15** – Valid codes are 1, 2, 3, 4, 6, and 8.

- Code 4 for PROPANE.
- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A16** – Valid codes are 1, 2, 6, and 8.

Qs A16 and A17 must be blank if Q A15 is DIESEL (2), DON'T KNOW (6), or NO ANSWER (8).

- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A17** – Valid codes are 1, 2, 3, 4, 6, and 8.

- Q A17 should be answered only if Q A16 is UNLEADED.
- If the answer is OTHER and the respondent USES REGULAR AND PREMIUM ABOUT EQUALLY, code a 4.

- Code 8 if NO ANSWER.

**PAGE 7**

**Q A18** – Valid codes are 1, 2, 3, 4, 6, and 8.

- If respondent mentions BULK SALES, HOME DELIVERY, or HOME TANK, code a 4. If you are unsure about using this code, see Benny or Jim D.
- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A19**

PRICE must be a three-digit number.

- Code a leading zero if PRICE is less than one dollar.
- If 6 (DON'T KNOW) is circled, edit out the 6 and code PRICE as 996.
- Code PRICE as 998 if NO ANSWER.

**Q A20** – Valid codes are 1, 2, 3, 4, 6, 7, and 8.

- Code 7 for PROPANE.
- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A21** – Valid codes are 1, 2, 3, 6, and 8.

- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**Q A22**

MILES PER GALLON must be two-digit number.

- Code a leading zero if necessary.
- If a range is given, calculate the midpoint of the range and round the answer.
- Round fractions to the nearest even number.
- If 6 (DON'T KNOW) is circled, edit out the 6 and code MILES PER GALLON as 96.
- Code 98 if NO ANSWER.

**PAGE 8**

**Q A23** – Valid codes are 1, 2, 3, 4, 6, and 8.

- Q A23 should be answered only if a legitimate miles per gallon was specified in Q A22.
- Code 8 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.



**Q A24** -- Valid codes for AGE are 15 - 95, 96, and 98. Valid codes for SEX are 1, 2, 6, and 8.

Code AGE and SEX as two separate questions.  
AGE must be two-digit number.

- If AGE is older than 95, code AGE as 95.
- If 6 (DON'T KNOW AGE) is circled, edit out the 6 and code AGE as 96.
- Code AGE as 98 if NO ANSWER.
- Code SEX as 8 if NO ANSWER.

**Q A25** -- Valid codes are 0, 1, 6, and 8.

- Code 8 if NO ANSWER.

### **Qs A26 - A28**

These questions should be answered only if Q A25 is 1 (YES).  
Leave these questions blank if Q A25 is 0 (NO).

### **Q A26**

MILES must be a two-digit number.

- Code a leading zero if necessary.
- If a range is given, calculate the midpoint of the range and round the answer to the nearest even number.
- If the answer is less than one mile, edit MILES to 01.
- If MILES are greater than 94, edit MILES to 94.
- If 5 (NO FIXED PLACE OF WORK) is circled, edit out the 5 and code MILES as 95.
- If 6 (DON'T KNOW) is circled, edit out the 6 and code MILES as 96.
- Code MILES as 98 if NO ANSWER.

### **Q A27**

MINUTES must be a three-digit number.

- Code leading zeros if necessary.
- If a range is given, calculate the midpoint of the range and round the answer to the nearest even number.
- If answer is given in hours and minutes, calculate total minutes and code that answer.
- If 5 (NO FIXED PLACE OF WORK) is circled, edit out the 5 and code MINUTES as 995.
- If 6 (DON'T KNOW) is circled, edit out the 6 and code MINUTES as 996.
- Code MINUTES as 998 if NO ANSWER.

**Q A28** -- Valid codes are 01, 02, 03, 04, 05, 06, 07, 96, and 98.

DAYS must be a two-digit number.

- Add a leading zero when necessary.
- If 6 (DON'T KNOW) is circled, edit out the 6 and code DAYS as 96.
- Code DAYS as 98 if NO ANSWER.

**PAGE 9 (Blue)**

Watch carefully for information entered in the incorrect column for a deleted vehicle.

**Qs B1 - B4**

These questions should be answered for a vehicle only if Q A3 is answered NO for that vehicle.

**Q B1** – Valid codes are 1, 2, 6, and 8.

- If Q B1 is not answered but Qs B2 - B3 are answered, code Q B1 as 1 (SOLD, TRADED, or DISPOSED OF).
- If Q B1 is not answered but Q B4 is answered, code Q B1 as 2 (OWNER MOVED AWAY).
- If Q A3 is NO for a vehicle and Qs B1 - B4 are not answered for that vehicle, code Q B1 as 8.

**Qs B2 and B4** – Valid codes for MONTH are 01 - 05, 09 - 12, 96, and 98.

Code MONTH and YEAR as two separate questions.  
The codes for MONTH and YEAR must be two-digit numbers.

- Unknown MONTH/known YEAR – Code MONTH as 96 (if DON'T KNOW) or 98 (NO ANSWER) and code YEAR as appropriate.
- Known MONTH/unknown YEAR – If MONTH is 01 - 05, code YEAR as 91. If MONTH is 09 -12, code YEAR as 90. If MONTH is 06 - 08 put a yellow tag on the questionnaire and hold it for Benny or Jim D.
- If NO ANSWER for YEAR but an interviewer note says that the vehicle was disposed of before this year (e.g., before 1991), code YEAR as 90.
- If DON'T KNOW MONTH or DON'T KNOW YEAR (96) is circled, edit out the 96(s) and code MONTH and/or YEAR as 96.
- If NO ANSWER, code MONTH as 98 and code YEAR as 98.

**Q B3**

Total vehicle mileage (odometer reading) **must be** a six-digit number.

- Code leading zeros if necessary.
- Leave the odometer reading blank when:
  - No mileage is given
  - Mileage is given, but there is a note that the odometer is broken.

If 6 (DON'T KNOW) has been circled, edit out the 6 and code MILES as 999996.

**Note:** The rules for Q B3 are slightly different than the rules for Q A5. If the respondent gives an estimated odometer reading for Q B3, we accept it.

**Q B4**

See instructions for Q B2.

**PAGE 10 (Green)**

**Q C1** – Valid codes are 0, 1, 6, and 8.

If Q C1 is not answered, look at Qs C3 - C30:

- If no answers are given in Qs C3 - C30 for any vehicle, code Q C1 as 8 and skip Qs C3 - C30 for all vehicles.
- If there are answers in Qs C3 - C30 for one or more vehicles, code Q C1 as YES (1).
- Code 8 if NO ANSWER.

**Q C2** – Valid codes are 1, 2, 3, 4, 6, and 8.

This question is answered only if Q C1 is YES (1); otherwise, this question is blank.

If Q C1 is YES and Q C2 is DON'T KNOW (6) or NO ANSWER (8), consult Qs C3 - C30:

- If answers are given for at least one vehicle, edit Q C2 to the number of vehicles for which answers are given.
- If there is no vehicle information in Qs C3 - C30, leave these questions blank.

**Q C3**

Code MAKE, MODEL NAME, and MODEL YEAR as three separate questions.

For MAKE and MODEL NAME:

- Leave the names blank if NO ANSWER.
- Use of a maximum of 14 spaces for each name.
- Correct the spelling of the names as necessary and try to catch transpositions of make and model. Expand abbreviations of make and/or model if you are sure of what they are. For example, "Chev" becomes "Chevrolet," "Toy" becomes "Toyota," etc.
- For trucks, the model name will frequently include its tonnage (i.e., "½ ton"). Include that information with the model name if you have space. Write tonnage as "½ TON," not "HALF TON." Remember, use a maximum of 14 spaces.
- If DON'T KNOW MAKE and/or DON'T KNOW MODEL (6s) is circled, edit out the 6 (s).

For MODEL YEAR:

- Code as a two-digit number.
- If 96 (DON'T KNOW) is circled, edit out the 96 and code 96 in the space for MODEL YEAR.
- Code MODEL YEAR as 98 if NO ANSWER.

**Q C4** – Valid codes are 01, 03, 04, 05, 06, 07, 21, 96, and 98.

- Code 98 if NO ANSWER.

**Note:** If OTHER, put a yellow tag on the questionnaire and hold it for Benny or Jim D.

**PAGE 11 (Green)**

**Q C5**

See instructions for Q B2.

- If NO ANSWER for YEAR but an interviewer note says that the vehicle was acquired before this year (e.g., before 1991), code YEAR as 90.

**Q C6** – Valid codes are 0 and 1.

Check consistency among Qs C6, C7, and C8 very carefully.

**Note:** If Q C6 is YES (1), then Q C7 must have an actual six-digit odometer reading. If Q C6 is YES (1) and Q C7 is blank, edit Q C6 to NO.

**Q C7**

Total mileage (odometer reading) must be a six-digit number.

- Code leading zeros if necessary.
- Edit out tenths of a mile.
- If legitimate mileage is recorded, make sure Q C6 is coded YES (1).
- If the odometer reading is blank, make sure Q C6 is coded NO (0).
- Leave the odometer reading blank when:
  - No mileage is given.
  - Mileage is given, but there is a note that the odometer is broken or that the odometer reading is an estimate.
- If an estimated or "broken" odometer reading is marked in Q C7, cross it out and edit Q C6 to NO (0).

**Q C8**

Code YES/NO, DATE, and MILES as three separate questions.

- If YES/NO is not answered but DATE and MILES are answered, code YES/NO as YES.
- If YES/NO is answered NO, DATE and MILES must be blank.
- If YES/NO is answered YES, both DATE and MILES must be answered and valid. If DATE and MILES are not valid, edit YES/NO to NO and edit out the values for DATE and MILES.
- If this entire question is not answered, code YES/NO as 8 and leave DATE and MILES blank.
- Code DATE as a six-digit number in the format – MMDDYY – where MM is a two-digit code for MONTH, DD is a two-digit code for DAY, and YY is a two-digit code for YEAR. Use leading zeros in the DATE codes if necessary.
- Code MILES as a six-digit number. Code leading zeros if necessary.
- Leave the odometer reading blank when:
  - No mileage is given.
  - Mileage is given, but there is a note that the odometer is broken or that the odometer reading is an estimate.
- If an estimated or "broken" odometer reading is marked in Q C8, cross it out and edit YES/NO to NO.

**Q C9** – Valid codes are 0, 1, and 8.

- Code 8 if Qs C9 and C10 are not answered.

### Q C10

If Q C9 is NO or NO ANSWER, leave the VIN blank.

- If VIN was **refused** – that is, the interviewer has indicated somewhere in the questionnaire that the respondent has refused to give the VIN:
  - Code and circle a 1 to the right of the VIN REFUSED box.
  - Q C9 must be NO (0).
  - The VIN must be blank.
- If a VIN is recorded, Q C9 must be YES (1). Edit the VIN as necessary (see instructions for Q A8).
- If Q C9 is YES but the VIN is missing, edit Q C9 to NO. Code VIN REFUSED as 1, if appropriate.

**PAGE 12 (Green)**

**Qs C11 - C15** – See instructions for Qs A9 - A13 on Page 5.

**PAGE 13 (Green)**

**Qs C16 - C19** – See instructions for Qs A14 - A17 on Page 6.

**PAGE 14 (Green)**

**Qs C20 - C24** – See instructions for Qs A18 - A22 on Page 7.

**PAGE 15 (Green)**

**Qs C25 - C30** – See instructions for Qs A23 - A28 on Page 8.

**PAGE 16 (Yellow)**

**Q D1** – Valid codes are 0, 1, 2, and 8.

- Code 8 if NO ANSWER.

**Qs D2/D3** – Valid codes are 0 and 1.

Qs D2 and D3 should be answered only when Q D1 is answered YES, DEFINITELY (1) or POSSIBLY (2).

Qs D2 and D3 must be blank if Q D1 is answered NO (0) or NO ANSWER (8).

- If Q D1 is blank and Qs D2 and/or D3 are answered, edit Q D1 to POSSIBLY (2).
- A single-digit number is used to code the answer to Qs D2 and D3. Place the code below the text of Q D2.
- Code a 1 if there is ANY ACTUAL time or address information given in Qs D2 and/or D3.
- Otherwise, code a 0.

**DATE OF INTERVIEW**

Valid codes are:

- MONTH: 01 - 05
- DAY: 01 - 31
- YEAR: 91

Code the DATE OF INTERVIEW as a six-digit number using the format MMDDYY -- where MM is a two-digit code for MONTH, DD is a two-digit code for DAY, and YY is a two-digit code for YEAR. Use leading zeros in the DATE codes if necessary.

Place the code above the space labeled DATE COMPLETED. It may be necessary to check the call record sheet on Page 1 to determine the DATE OF INTERVIEW.

## 1991 RTECS BEGINNING-OF-YEAR CODING SUMMARY

This document highlights the key coding rules for the Beginning-of-Year RTECS questionnaire. The document also reminds coders of the key items without discussion of the coding rules that apply to those items. Coders should refer to the 1991 Beginning-of-Year Coding Instructions for detailed rules pertaining to each question.

### PAGE 1

Circle HHID NUMBER on address label.

Zero-fill and circle LENGTH OF INTERVIEW.

Write RESULT CODE to the right of the address label.

### PAGE 2

**A1** Code a 0 or 1 to the right of the YES/NO boxes.

**A2.A** Code a 0 or 1 to the right of the text of Q A2.A.

### PAGE 3

Code TOTAL VEHICLES FROM FOLDOUT PAGE above Title of Section A.

**A3** Must be answered for the number of vehicles coded in previous step.

**A4-A28** Should be answered for each vehicle that the household still has (A3 = 1).

**A5** ODOMETER READING must be a six-digit number. Zero-fill if necessary. Edit out ESTIMATED or 'BROKEN' readings and tenths of a mile. DON'T KNOW is edited to 999996 MILES.

**A7** Edit DON'T KNOW to MONTH = 96 and DAY = 96.

### PAGE 4

**VINs** Look at MESSAGES ON FOLDOUT PAGE. Edit out unwanted VINs. Edit VINs as necessary - 17 characters maximum. Code VIN REFUSED = 1 if any mention of refusal to give VIN.

### PAGE 5

**OTHERS** OTHERS are not valid -- tag them for Benny or Jim D.

**A10** Code ROTARY as 09.

**A12** Code LITERS and CUBIC INCHES separately; both use a three-digit code. Calculate LITERS. DON'T KNOW is edited to 996 LITERS and 996 CUBIC INCHES. Only code both LITERS and CUBIC INCHES if DON'T KNOW or NO ANSWER.

### PAGE 6

**OTHERS** OTHERS are not valid -- tag them for Benny or Jim D.

**PAGE 6, continued**

- A15** Code PROPANE as 4.
- A17** Code REGULAR AND PREMIUM EQUALLY as 4.

**PAGE 7**

- OTHERS** OTHERS are not valid -- tag them for Benny or Jim D.
- A18** Code BULK SALES or HOME DELIVERY/TANK as 4.
- A19** PRICE must be a three-digit number. Zero-fill if less than \$1.00. Edit DON'T KNOW to PRICE = 996.
- A20** Code PROPANE as 7.
- A22** MILES PER GALLON must be a two-digit number. Zero-fill if less than 10 MPG. If a RANGE is given, calculate and code the midpoint. Edit DON'T KNOW to 96 MILES PER GALLON.

**PAGE 8**

- OTHERS** OTHERS are not valid -- tag them for Benny or Jim D.
- A24** Code AGE and SEX separately. AGE must be a two-digit number. If AGE is older than 95, code AGE = 95. Edit DON'T KNOW AGE to AGE = 96.
- A26** MILES must be a two-digit number. Zero-fill if less than 10 MILES. If RANGE is given, calculate and code the midpoint. If greater than 94, code MILES = 94. If less than one mile, code MILES = 01. Edit NO FIXED PLACE OF WORK to MILES = 95. Edit DON'T KNOW to MILES = 96.
- A27** MINUTES must be a three-digit number. Zero-fill if necessary. If RANGE is given, calculate and code the midpoint. If answer is in hours and minutes, calculate and code total MINUTES. Edit NO FIXED PLACE OF WORK to MINUTES = 995. Edit DON'T KNOW to MINUTES = 996.
- A28** DAYS must be two-digit number. Zero-fill if necessary. Edit DON'T KNOW to DAYS = 96.

**PAGE 9**

Check that information for deleted vehicles is coded in the proper column (i.e., if vehicle #2 is deleted, information for vehicle #2 should be in column #2).

- B2 & B4** Code MONTH and YEAR separately. Each of these codes must be a two-digit number. Edit the DON'T KNOWs to MONTH and/or YEAR = 96, as appropriate.
- B3** MILES must be a six-digit number. Zero-fill if necessary. Edit out "BROKEN" miles and tenths of a mile. **ACCEPT ESTIMATED ODOMETER READINGS.**

**PAGE 10**

- C3** Code MAKE, MODEL NAME, and MODEL YEAR separately. Limit of 14 characters for names. MODEL YEAR must be a two-digit number. Leave MAKE and MODEL NAME blank if name(s) not provided. Edit/Spell out names as necessary. Edit out DON'T KNOW MAKE/MODEL. Edit DON'T KNOW YEAR to YEAR = 96.
- C4** Tag OTHERS for Benny or Jim D.



**PAGE 11**

- C5** Code MONTH and YEAR separately. Each of these codes must be a two-digit number. Edit the DON'T KNOWs to MONTH and/or YEAR = 96, as appropriate.
- C6 - C8** Watch skips carefully.
- C7** ODOMETER READING must be a six-digit number. Zero-fill if necessary. Edit out ESTIMATED or "BROKEN" readings and tenths of a mile.
- C8** Code YES/NO, DATE, and MILES separately. DATE must be a six-digit number in the format MMDDYY (MM = Month, DD = Day, YY = Year). Use leading zeros in the DATE code if necessary. ODOMETER READING must be a six-digit number. Zero-fill if necessary. Edit out ESTIMATED or "BROKEN" readings and tenths of a mile.
- C10** Edit VINs as necessary – 17 characters maximum. Code VIN REFUSED = 1 if any mention of refusal to give VIN.

**PAGES 12, 13, 14, and 15**

See the summary of Pages 5 - 8.

C11 ---->	A9	C16 ---->	A14	C21 ---->	A19	C26 ---->	A24
C12 ---->	A10	C17 ---->	A15	C22 ---->	A20	C27 ---->	A25
C13 ---->	A11	C18 ---->	A16	C23 ---->	A21	C28 ---->	A26
C14 ---->	A12	C19 ---->	A17	C24 ---->	A22	C29 ---->	A27
C15 ---->	A13	C20 ---->	A18	C25 ---->	A23	C30 ---->	A28

**PAGE 16**

**D2/D3** Look for actual information in either question if D1 is YES, DEFINITELY or POSSIBLY. Code a 1 if any actual information in D2 or D3.

Code DATE OF INTERVIEW as a six-digit number in the format MMDDYY (MM = Month, DD = Day, YY = Year). Use leading zeros in the DATE code if necessary.

**IF YOU HAVE ANY QUESTIONS ABOUT ANYTHING,  
PLEASE SEE BENNY OR JIM D.I**

**1991 RTECS BEGINNING-OF-YEAR DATA COLLECTION  
CODING AND DATA ENTRY CONTROL CARD**

**DATA ENTRY BATCH # (if used):** \_\_\_\_\_

CODING		DATA ENTRY		
Coded	Checked	Keyed	Cleaned	Verified
<i>Initial appropriate box as task is completed. Data Entry Cleaning step may not apply.</i>				

HHID Numbers of Questionnaires Removed from Pack for Special Handling									



Department of Energy  
Washington, DC 20585

July 1991

Dear Resident:

The U. S. Department of Energy conducts an important national study about energy use in America every three years. Part of this study, the Residential Transportation Energy Consumption Survey, is designed to gather information about the use and fuel economy of vehicles on the road today.

We contacted you earlier this year about the types of vehicles in your household and the mileage associated with each. Because of changes in some households, we need to update vehicle information. Some households have changed vehicles since the beginning of the year; other households have moved or plan to move.

Since your household was scientifically selected to represent thousands of other U. S. households, your cooperation is needed in order to collect accurate information. Please remember that your cooperation is completely voluntary.

Your identity and any information that you provide will be held strictly confidential by law (Privacy Act of 1974. See the statement on the other side of this letter for further details on the Privacy Act.). Response Analysis Corporation is conducting the survey for the Department of Energy. No information that can be linked to your name and address will ever be provided to the Department of Energy or any other government agency.

After you have filled in the information requested on the enclosed worksheet, please keep this worksheet near your telephone. Response Analysis will be calling you in the next few weeks to get the information. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Sincerely,

A handwritten signature in cursive script that reads "Lynda T. Carlson".

Lynda T. Carlson  
Director, Energy End Use Division  
Office of Energy Markets and End Use  
Energy Information Administration

## PRIVACY ACT NOTICE

This Residential Transportation Energy Consumption Survey is being conducted by Response Analysis Corporation for the U. S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information on vehicles used by households for personal use to help the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle fuel consumption and expenditures have been linked with the information describing your household and we have concluded our planned contacts with your household, all information linking the data with your name and address will be destroyed.

**The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; neither the Department of Energy nor any other Government agency will be able to locate your household.**

Your participation in this survey is voluntary.



Department of Energy  
Washington, DC 20585

July 1991

Dear Resident:

The U. S. Department of Energy conducts an important national study about energy use in America every three years. Part of this study, the Residential Transportation Energy Consumption Survey, is designed to gather information about the use and fuel economy of vehicles on the road today.

We contacted you earlier this year about the types of vehicles in your household and the mileage associated with each. Because of changes in some households, we need to update vehicle information. Some households have changed vehicles since the beginning of the year; other households have moved or plan to move.

Since your household was scientifically selected to represent thousands of other U. S. households, your cooperation is needed in order to collect accurate information. Please remember that your cooperation is completely voluntary.

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After you have filled in the information requested on the enclosed form, please return the form to the U. S. Department of Energy, c/o Response Analysis Corporation, Box 7335, Princeton, NJ 08543-9967, using the enclosed self-addressed Business Reply envelope.

Sincerely,

A handwritten signature in cursive script that reads "Lynda T. Carlson".

Lynda T. Carlson  
Director, Energy End Use Division  
Office of Energy Markets and End Use  
Energy Information Administration

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After you have filled in the information requested on the enclosed worksheet, please keep this worksheet near your telephone. Response Analysis will be calling you in the next few weeks to get the information and to ask a few additional home heating questions. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

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## ENERGY INFORMATION ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

### 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

VEHICLE UPDATE FORM

AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE RETURN THE FORM TO THE U. S. DEPARTMENT OF ENERGY, C/O RESPONSE ANALYSIS CORPORATION, BOX 7335, PRINCETON, NJ 08543-0967, USING THE ENCLOSED SELF-ADDRESSED BUSINESS REPLY ENVELOPE.

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual households, and summarized within large groupings for statistical purposes. Public reporting burden for this collection is estimated to average 5 minutes. Send comments regarding public reporting burden to: Energy Information Administration, Office of Statistical Standards, EI-73, Mail Stop 2F-081, 1000 Independence Avenue SW, Washington, DC 20585 and Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

**VEHICLE UPDATE FORM**

We are now halfway through the survey year for the 1991 Residential Transportation Energy Consumption Survey. We need to make sure we have current information about the vehicles in your household.

When we last contacted you, you had the vehicles described below:

**QUESTION 1:** Does your household still have the use of all of the vehicles listed above?

- YES, STILL HAVE ALL VEHICLES ---> SKIP TO QUESTION 2 ON THE NEXT PAGE.
- NO ---> ANSWER QUESTIONS "A" THROUGH "C" FOR EACH VEHICLE DISPOSED OF.

If you disposed of only one vehicle, put your answers in Column 1.  
 If you disposed of a second vehicle, use Column 2 for that vehicle.

**VEHICLE DISPOSITION QUESTIONS**

QUESTION	COLUMN 1	COLUMN 2
A. Which vehicle do you no longer have?	Year: 19 _____ Make: _____ Model: _____	Year: 19 _____ Make: _____ Model: _____
B. When did you sell or dispose of it? (GIVE YOUR BEST ESTIMATE)	Month: _____ Day: _____ Year: _____	Month: _____ Day: _____ Year: _____
C. What was the odometer reading (total mileage) when the vehicle was sold or disposed of? (GIVE YOUR BEST ESTIMATE)	_____ (Odometer Reading) <input type="checkbox"/> Don't Know	_____ (Odometer Reading) <input type="checkbox"/> Don't Know

**NOW CONTINUE WITH QUESTION 2 ON THE NEXT PAGE ----->**

**QUESTION 2:** Has your household bought or acquired any cars, trucks, vans, jeeps or similar vehicles that are not listed on the label on the facing page?

- NO, HAVE NOT BOUGHT OR ACQUIRED ANY OTHER VEHICLE --->  
CONTINUE WITH QUESTION 3 ON THE NEXT PAGE.
  
- YES, HAVE BOUGHT OR ACQUIRED ANOTHER VEHICLE --->  
PLEASE ANSWER QUESTIONS "A" THROUGH "D" BELOW  
FOR EACH VEHICLE BOUGHT OR ACQUIRED.

If you acquired only one vehicle, put your answers in Column 1.  
If you acquired a second vehicle, use Column 2 for that vehicle.

**VEHICLE ACQUISITION QUESTIONS**

QUESTION	COLUMN 1	COLUMN 2
A. Please give the year, make, and model name of the acquired vehicle.	Year: 19 _____ Make: _____ Model: _____	Year: 19 _____ Make: _____ Model: _____
B. What was the date your household acquired the vehicle? (GIVE YOUR BEST ESTIMATE)	Month: _____ Day: _____ Year: _____	Month: _____ Day: _____ Year: _____
C. What is the current odometer reading (total mileage) of this vehicle? PLEASE OBTAIN THIS FROM THE ODOMETER ON THE VEHICLE.	_____ (Odometer Reading) <input type="checkbox"/> Don't Know	_____ (Odometer Reading) <input type="checkbox"/> Don't Know
D. What was the date when you recorded this odometer reading (total mileage)?	Month: _____ Day: _____	Month: _____ Day: _____

**NOW CONTINUE WITH QUESTIONS 3 AND 4 ON THE NEXT PAGE ----->**

EIA-876B (1991)

**QUESTION 3:** Please look at the address label on the first page of this form. Does it show your correct mailing address?

- YES --> PLEASE SKIP TO QUESTION 4 BELOW.
- NO --> IF THE ADDRESS IS INCORRECT, PLEASE WRITE THE CORRECT ADDRESS BELOW.

● STREET ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

● When did you move to this address?

MONTH and YEAR: \_\_\_\_\_

**QUESTION 4:** Finally, is there a possibility that your household will move any time within 1991?

- NO --> THIS FORM IS COMPLETE. SKIP THE FOLLOWING QUESTIONS. PLEASE RETURN THE FORM USING THE ENCLOSED RETURN ENVELOPE.
- YES, DEFINITELY --> PLEASE ANSWER QUESTIONS 4A AND 4B BELOW.
- POSSIBLY --> PLEASE ANSWER QUESTIONS 4A AND 4B BELOW.

**QUESTION 4A:** Do you happen to know when you are or might be moving?

MONTH/DAY OR APPROXIMATE DATE \_\_\_\_\_

DON'T KNOW

**QUESTION 4B:** Do you happen to know what your new address will be? (If not, please give the name and address of a relative or friend who will know how to reach you.)

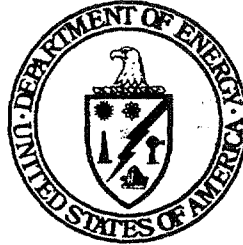
STREET ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_, \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE RETURN THE FORM TO THE U. S. DEPARTMENT OF ENERGY, G/O RESPONSE ANALYSIS CORPORATION, BOX 7335, PRINCETON, NJ 08543-9967, USING THE ENCLOSED SELF-ADDRESSED BUSINESS REPLY ENVELOPE.**

**THANK YOU!**



## **ENERGY INFORMATION ADMINISTRATION**

**U.S. DEPARTMENT OF ENERGY**

# **1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY**

**VEHICLE UPDATE WORKSHEET**

AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE KEEP THIS WORKSHEET NEAR YOUR TELEPHONE. WE WILL BE CALLING YOU IN A WEEK OR TWO TO GET THE INFORMATION; OR, IF YOU WILL BE DIFFICULT TO REACH BY PHONE, CALL COLLECT TO JIM DEVLIN AT (609) 921-3333.

**PLEASE KEEP THIS WORKSHEET BY YOUR TELEPHONE — EVEN IF YOU  
HAVE NOT HAD ANY VEHICLE CHANGES.**

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual households, and summarized within large groupings for statistical purposes. Public reporting burden for this collection is estimated to average 5 minutes. Send comments regarding public reporting burden to: Energy Information Administration, Office of Statistical Standards, EI-73, Mail Stop 2F 081, 1000 Independence Avenue SW, Washington, DC 20585 and Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

**VEHICLE UPDATE WORKSHEET**

We are now halfway through the survey year for the 1991 Residential Transportation Energy Consumption Survey. We need to make sure we have current information about the vehicles in your household.

When we last contacted you, you had the vehicles described below:

**QUESTION 1:** Does your household still have the use of all of the vehicles listed above?

- YES, STILL HAVE ALL VEHICLES --> SKIP TO QUESTION 2 ON THE NEXT PAGE.
- NO --> ANSWER QUESTIONS "A" THROUGH "C" FOR EACH VEHICLE DISPOSED OF.

If you disposed of only one vehicle, put your answers in Column 1.  
 If you disposed of a second vehicle, use Column 2 for that vehicle.

**VEHICLE DISPOSITION QUESTIONS**

QUESTION	COLUMN 1	COLUMN 2
A. Which vehicle do you no longer have?	Year: 19 _____ Make: _____ Model: _____	Year: 19 _____ Make: _____ Model: _____
B. When did you sell or dispose of it? (GIVE YOUR BEST ESTIMATE)	Month: _____ Day: _____ Year: _____	Month: _____ Day: _____ Year: _____
C. What was the odometer reading (total mileage) when the vehicle was sold or disposed of? (GIVE YOUR BEST ESTIMATE)	_____ (Odometer Reading) <input type="checkbox"/> Don't Know	_____ (Odometer Reading) <input type="checkbox"/> Don't Know

**NOW CONTINUE WITH QUESTION 2 ON THE NEXT PAGE ----->**

**QUESTION 2:** Has your household bought or acquired any cars, trucks, vans, jeeps or similar vehicles that are not listed on the label on the facing page?

- NO, HAVE NOT BOUGHT OR ACQUIRED ANY OTHER VEHICLE -->  
CONTINUE WITH QUESTION 3 ON THE NEXT PAGE.
- YES, HAVE BOUGHT OR ACQUIRED ANOTHER VEHICLE -->  
PLEASE ANSWER QUESTIONS "A" THROUGH "D" BELOW  
FOR EACH VEHICLE BOUGHT OR ACQUIRED.

If you acquired only one vehicle, put your answers in Column 1.  
If you acquired a second vehicle, use Column 2 for that vehicle.

**VEHICLE ACQUISITION QUESTIONS**

QUESTION	COLUMN 1	COLUMN 2
<p>A. Please give the year, make, and model name of the acquired vehicle.</p>	<p>Year: 19 _____</p> <p>Make: _____</p> <p>Model: _____</p>	<p>Year: 19 _____</p> <p>Make: _____</p> <p>Model: _____</p>
<p>B. What was the date your household acquired the vehicle? (GIVE YOUR BEST ESTIMATE)</p>	<p>Month: _____</p> <p>Day: _____</p> <p>Year: _____</p>	<p>Month: _____</p> <p>Day: _____</p> <p>Year: _____</p>
<p>C. What is the current odometer reading (total mileage) of this vehicle? PLEASE OBTAIN THIS FROM THE ODOMETER ON THE VEHICLE.</p>	<p>_____</p> <p>(Odometer Reading)</p> <p><input type="checkbox"/> Don't Know</p>	<p>_____</p> <p>(Odometer Reading)</p> <p><input type="checkbox"/> Don't Know</p>
<p>D. What was the date when you recorded this odometer reading (total mileage)?</p>	<p>Month: _____</p> <p>Day: _____</p>	<p>Month: _____</p> <p>Day: _____</p>

**NOW CONTINUE WITH QUESTIONS 3 AND 4 ON THE NEXT PAGE ----->**

**QUESTION 3:** Please look at the address label on the first page of this worksheet. Does it show your correct mailing address?

- YES --> PLEASE SKIP TO QUESTION 4 BELOW.
- NO --> IF THE ADDRESS IS INCORRECT, PLEASE WRITE THE CORRECT ADDRESS BELOW.

- STREET ADDRESS: \_\_\_\_\_

- CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

- When did you move to this address?

- MONTH and YEAR: \_\_\_\_\_

**QUESTION 4:** Finally, is there a possibility that your household will move any time within 1991?

- NO --> THIS WORKSHEET IS COMPLETE. SKIP THE FOLLOWING QUESTIONS. PLEASE KEEP THE WORKSHEET NEAR YOUR PHONE.
- YES, DEFINITELY --> PLEASE ANSWER QUESTION 4A BELOW.
- POSSIBLY --> PLEASE ANSWER QUESTION 4A BELOW.

**QUESTION 4A:** Do you happen to know when you are or might be moving?

MONTH/DAY OR APPROXIMATE DATE \_\_\_\_\_

- DON'T KNOW

AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE KEEP THIS WORKSHEET NEAR YOUR TELEPHONE. WE WILL BE CALLING YOU IN A WEEK OR TWO TO GET THE INFORMATION; OR, IF YOU WILL BE DIFFICULT TO REACH BY PHONE, CALL COLLECT TO JIM DEVLIN AT (609) 921-3333.

**PLEASE KEEP THIS WORKSHEET BY YOUR TELEPHONE -- EVEN IF YOU HAVE NOT HAD ANY VEHICLE CHANGES.**

**THANK YOU!**



## **1991 Residential Transportation Energy Consumption Survey (RTECS)**

### **Interviewer Instructions for the Mid-Year Questionnaire**

#### **GENERAL INFORMATION**

The Residential Transportation Energy Consumption Survey (RTECS) is conducted every three years.

All of the RTECS households have granted a personal interview last Fall for a survey of household energy use called RECS.

From February through early May 1991, we attempted to contact RTECS households and gather vehicle information. This was the first of three contacts with the RTECS households; the Mid-Year contact is the second; and the End-of-Year data collection, scheduled for January 1992, is the third.

The purpose of this Mid-Year contact is to update our information on each household's vehicle inventory and to verify present mailing address and phone number.

Both the RTECS and RECS are sponsored by the United States Department of Energy (DOE).

#### **THE RTECS SAMPLE**

The RTECS sample includes approximately 3,000 households. Approximately 2,200 of these households will be contacted for the Mid-Year data collection.

All of the households we will attempt to contact have furnished information or were not contacted at the beginning of the year. We will not attempt to contact households who have previously refused participation in RTECS.

For the Mid-Year RTECS contact, some households are also asked additional questions about home heating during this past winter at the end of the RTECS interview.

## DATA COLLECTION MATERIALS

Materials are sent to each household approximately one week prior to the Mid-Year contact. These materials include:

- ✓ A letter from Energy Information Administration asking for cooperation; this letter includes a privacy statement. An alternate version of the letter also mentions the home heating questions.
- ✓ A pink vehicle worksheet; a label detailing our most current inventory of the household's vehicles is affixed to the worksheet. The worksheet asks for information about:
  - vehicles disposed of
  - vehicles acquired
  - accuracy of current address
  - possibility of moving during 1991



Be neat and write legibly when you mark the Call Record Sheet.

## CALLING SCHEDULE

The calling schedule for RTECS is as follows:

- ✓ Maximum of two weekday-daytime calls (before 6 PM local time).
- ✓ At least two weekday-evening attempts out of eight call attempts.

**Warning:** For the West Coast, "evening" means after 9 PM Eastern Standard Time.

- ✓ At least two weekend attempts out of eight attempts.
- ✓ Space your calls at least 2½ hours apart.
- ✓ Vary your calling times. Do not always call at the same time of day.
- ✓ Maximum of two calls on any one day.

**Exception:** If a specific time is given as the best time to call or the respondent has asked you to call back later in the day.

- ✓ Do not make any call after 10 PM local time, unless you were asked to call then.

## CALL RESULTS

### Busy Signal

Make several attempts to get the call through before marking "BUSY."

### Answering Machine

Do not leave a message. We will leave messages as a very last resort.

### No Answer

Let the phone ring at least twelve times without being answered before recording "NA."

### Respondent Not Available

Ask for the person whose name is on the label. The spouse/partner or other "knowledgeable" person can be interviewed.

If the eligible respondent is not there or can't come to the phone, arrange for a callback. Record the callback time in EASTERN STANDARD TIME and mark "EST."

### Refusal

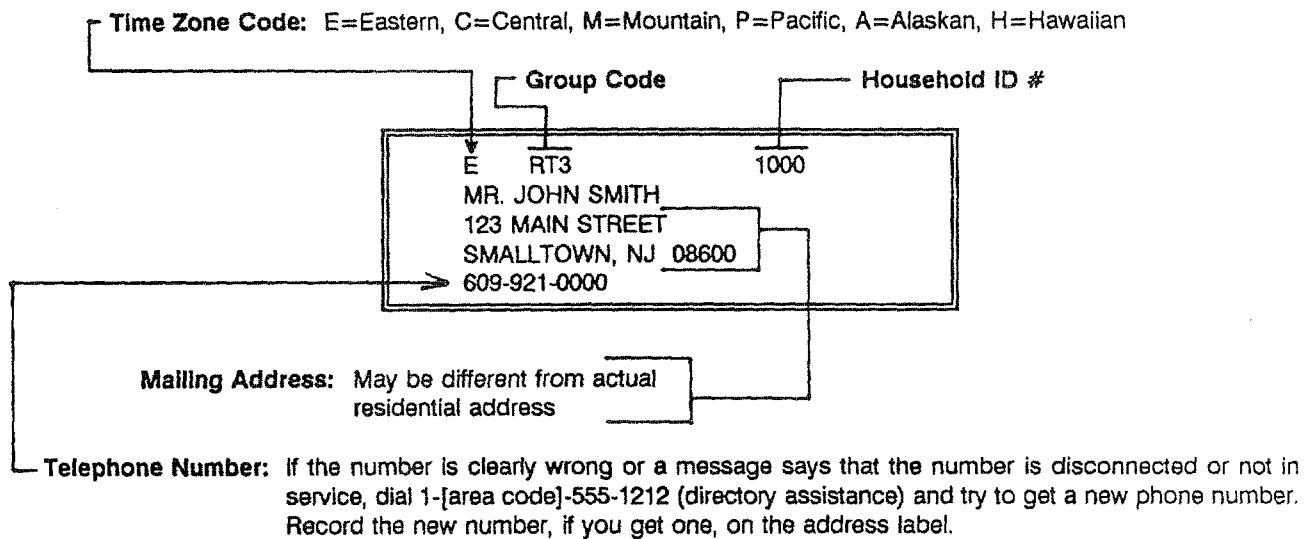
Mark "REF" if the household will not participate. Specify the refusal as "hard" or "soft" and make a brief note of the gist of what the respondent has said. Use verbatims; include frank language if you feel it is necessary.

**NOTE:** If the respondent furnishes most of the information but refuses some items (e.g., refuses to furnish an odometer reading), then **DO NOT** count this interview as a refusal; count it as a complete. Make a note on the call record sheet indicating that the respondent has refused to furnish at least some of the information.

## HOUSEHOLD LABEL, ADDRESS CORRECTIONS, CONDUCTING THE INTERVIEW

### THE HOUSEHOLD LABEL

An example of the address label that is used on the call record sheet of the Mid-Year RTECS questionnaire is illustrated below.



### THE RESPONDENT

Ask for the person listed on the label by name. If they are not available, you may interview the spouse or other knowledgeable household member.

Special situations:

- ✓ **Moved:** If the whole household has moved attempt to get forwarding information. (From the current household, the operator, etc.)
- ✓ **Household Split Up:** If the household split up, we want to be in touch with at least one member.
  - If the entire household has split up and moved, attempt to find the telephone number of the person listed on the label.

- For a household where one or more of the original household members remains, continue the interview with that person. Indicate who that person is and his or her relationship to the person on the address label.

### **CORRECTING THE ADDRESS (Q. A1)**

Make only the necessary corrections. We will assume all information is correct unless otherwise noted.

Make corrections in the box on Page 2 or on the label itself.

**NOTE:** We are asking for the correct MAILING address, not the actual residential address.

### **THE COMPUTER-GENERATED PAGE(S)**

There is at least one computer-generated page per questionnaire. It contains what we believe is the household's current vehicle inventory.

We are still interested in any vehicle listed on the page(s) that the household still has even though they say they are not currently using it.

It is possible to have a gap in the vehicle numbers. For example, a household could have a Vehicle 1 and Vehicle 3 without a Vehicle 2.

### **CONDUCTING THE INTERVIEW (Q. B1):**

Before placing the call, review the current vehicle inventory. If the inventory shows the household still has at least one vehicle, you should verify the mailing address in Q. A1, and then continue with the remainder of the questionnaire.

If the inventory shows the household has no vehicles, you should verify the mailing address, skip Q. B1, and continue with Q. C1.

## QUESTION-BY-QUESTION

### Qs. B2 - B5: Vehicle Inventory

Watch skip pattern!

- ✓ For each vehicle that the household still has, ask Q. B3.
- ✓ If the household no longer has a vehicle, ask Qs. B4 - B5 for that vehicle.
- ✓ Correct vehicle descriptions, as necessary, inside the appropriate box on the computer-generated page. If an item in the vehicle description is missing, please ask the respondent to supply the missing information.
- ✓ Accept estimates for date of disposal and odometer readings.
- ✓ After asking Qs. B2 - B5 for all vehicles, look at Vehicle 1. If the household has a Vehicle 1, continue with Qs. B6 - B8. Otherwise, skip to with Q. C1.

### Qs. B6 - B8: Fuel Information and MPG

Qs. B6 - B8 refer to the most recent fuel purchase for Vehicle 1.

"Don't Know" answers are OK. Do not ask for guesses.

Record dollars to the left of the decimal point and cents to the right.

### Qs. C1 - C8: Additional Vehicles

Section C is used to record information for vehicles that the household has but are not mentioned on the computer-generated page(s).

#### Q. C1: Do you have any other vehicles?

- ✓ DO NOT count motorcycles or mopeds -- we're not interested in them.
- ✓ DO count company cars, trucks, and vans IF they are used for personal reasons.
- ✓ DO count vehicles that belong to lodgers, students, and relatives that live in the household.

#### Q. C3: Please tell me the make, model name, and year of the vehicle.

- ✓ The instruction box at bottom of page is important.

- ✓ Get as much make, model, and year information as you can.

**Q. C4: What type of vehicle is it?**

If the respondent says that the vehicle type is a "VAN", probe for whether he or she considers it to be a **LARGE VAN** or a **MINI VAN**.

**Qs. C6 - C8: Odometer Reading.**

- ✓ We hope that the respondent has used the **VEHICLE UPDATE WORKSHEET** that we sent.
- ✓ If the respondent did not record the mileage on the VEHICLE UPDATE WORKSHEET, ask them to get the odometer reading while you wait on the phone. Call back if necessary.
- ✓ Do not accept estimated odometer readings.
- ✓ In Q. C8, we want to know if the vehicle was a new vehicle, not a used vehicle. This question has sometimes been interpreted as meaning "Is the vehicle new to the household?". This interpretation is incorrect.

**Q. D4: Concluding the RTECS Interview**

- ✓ Read the transitional statement if the pink ACF questionnaire is attached to the back of the RTECS questionnaire.
- ✓ If the pink ACF questionnaire is missing, conclude the interview with the statement in bold lettering.

## **APPENDIX A**

### **DATA COLLECTION MATERIALS MAILED TO RESPONDENTS**

- ✓ Letter from the Energy Information Administration
- ✓ Letter from the Energy Information Administration mentioning Additional Home Heating Questions
- ✓ Vehicle Update Worksheet



Letter from the Energy Information Administration (Front)



Department of Energy  
Washington, DC 20585

July 1991

Dear Resident:

The U. S. Department of Energy conducts an important national study about energy use in America every three years. Part of this study, the Residential Transportation Energy Consumption Survey, is designed to gather information about the use and fuel economy of vehicles on the road today.

We contacted you earlier this year about the types of vehicles in your household and the mileage associated with each. Because of changes in some households, we need to update vehicle information. Some households have changed vehicles since the beginning of the year; other households have moved or plan to move.

Since your household was scientifically selected to represent thousands of other U. S. households, your cooperation is needed in order to collect accurate information. Please remember that your cooperation is completely voluntary.

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Sincerely,

A handwritten signature in cursive script that reads "Lynda T. Carlson".

Lynda T. Carlson  
Director, Energy End Use Division  
Office of Energy Markets and End Use  
Energy Information Administration

## Letter from the Energy Information Administration (Back)

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Your participation in this survey is voluntary.

Letter from the Energy Information Administration  
Mentioning Additional Home Heating Questions (Front)



Department of Energy  
Washington, DC 20585

July 1991

Dear Resident:

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We contacted you earlier this year about the types of vehicles in your household and the mileage associated with each. Because of changes in some households, we need to update vehicle information. Some households have changed vehicles since the beginning of the year; other households have moved or plan to move.

Since your household was scientifically selected to represent thousands of other U. S. households, your cooperation is needed in order to collect accurate information. Please remember that your cooperation is completely voluntary.

Your identity and any information that you provide will be held strictly confidential by law (Privacy Act of 1974. See the statement on the other side of this letter for further details on the Privacy Act.). Response Analysis Corporation is conducting the survey for the Department of Energy. No information that can be linked to your name and address will ever be provided to the Department of Energy or any other government agency.

After you have filled in the information requested on the enclosed worksheet, please keep this worksheet near your telephone. Response Analysis will be calling you in the next few weeks to get the information and to ask a few additional home heating questions. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Sincerely,

A handwritten signature in cursive script that reads "Lynda T. Carlson".

Lynda T. Carlson  
Director, Energy End Use Division  
Office of Energy Markets and End Use  
Energy Information Administration

**Letter from the Energy Information Administration  
Mentioning Additional Home Heating Questions (Back)**

**PRIVACY ACT NOTICE**

This Residential Transportation Energy Consumption Survey is being conducted by Response Analysis Corporation for the U. S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information on vehicles used by households for personal use to help the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle fuel consumption and expenditures have been linked with the information describing your household and we have concluded our planned contacts with your household, all information linking the data with your name and address will be destroyed.

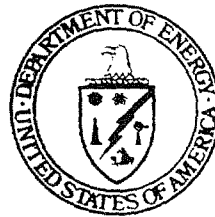
**The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; neither the Department of Energy nor any other Government agency will be able to locate your household.**

Your participation in this survey is voluntary.

Vehicle Update Worksheet (Page 1)

Form EIA-876B (1991)

Form Approval  
OMB No: 1905-0068  
Expires: 9/30/93



**ENERGY INFORMATION ADMINISTRATION**

**U.S. DEPARTMENT OF ENERGY**

**1991 RESIDENTIAL TRANSPORTATION  
ENERGY CONSUMPTION SURVEY**

**VEHICLE UPDATE WORKSHEET**

AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE KEEP THIS WORKSHEET NEAR YOUR TELEPHONE. WE WILL BE CALLING YOU IN A WEEK OR TWO TO GET THE INFORMATION; OR, IF YOU WILL BE DIFFICULT TO REACH BY PHONE, CALL COLLECT TO JIM DEVLIN AT (609) 921-3333.

**PLEASE KEEP THIS WORKSHEET BY YOUR TELEPHONE - EVEN IF YOU  
HAVE NOT HAD ANY VEHICLE CHANGES.**

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual households, and summarized within large groupings for statistical purposes. Public reporting burden for this collection is estimated to average 5 minutes. Send comments regarding public reporting burden to: Energy Information Administration, Office of Statistical Standards, EI-73, Mail Stop 2F-081, 1000 Independence Avenue SW, Washington, DC 20585 and Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. 1991 RTECS Mid-Year Interviewer Instructions, Page 13

## Vehicle Update Worksheet (Page 2)

EIA-876B (1991)

### VEHICLE UPDATE WORKSHEET

We are now halfway through the survey year for the 1991 Residential Transportation Energy Consumption Survey. We need to make sure we have current information about the vehicles in your household.

When we last contacted you, you had the vehicles described below:

**QUESTION 1:** Does your household still have the use of all of the vehicles listed above?

- YES, STILL HAVE ALL VEHICLES --> SKIP TO QUESTION 2 ON THE NEXT PAGE.
- NO --> ANSWER QUESTIONS "A" THROUGH "C" FOR EACH VEHICLE DISPOSED OF.

If you disposed of only one vehicle, put your answers in Column 1.  
If you disposed of a second vehicle, use Column 2 for that vehicle.

#### VEHICLE DISPOSITION QUESTIONS

QUESTION	COLUMN 1	COLUMN 2
A. Which vehicle do you no longer have?	Year: 19 _____ Make: _____ Model: _____	Year: 19 _____ Make: _____ Model: _____
B. When did you sell or dispose of it? (GIVE YOUR BEST ESTIMATE)	Month: _____ Day: _____ Year: _____	Month: _____ Day: _____ Year: _____
C. What was the odometer reading (total mileage) when the vehicle was sold or disposed of? (GIVE YOUR BEST ESTIMATE)	_____ (Odometer Reading) <input type="checkbox"/> Don't Know	_____ (Odometer Reading) <input type="checkbox"/> Don't Know

**NOW CONTINUE WITH QUESTION 2 ON THE NEXT PAGE ----->**

### Vehicle Update Worksheet (Page 3)

EIA-876B (1991)

**QUESTION 2:** Has your household bought or acquired any cars, trucks, vans, jeeps or similar vehicles that are not listed on the label on the facing page?

- NO, HAVE NOT BOUGHT OR ACQUIRED ANY OTHER VEHICLE --->  
CONTINUE WITH QUESTION 3 ON THE NEXT PAGE.
- YES, HAVE BOUGHT OR ACQUIRED ANOTHER VEHICLE --->  
PLEASE ANSWER QUESTIONS "A" THROUGH "D" BELOW  
FOR EACH VEHICLE BOUGHT OR ACQUIRED.

If you acquired only one vehicle, put your answers in Column 1.  
If you acquired a second vehicle, use Column 2 for that vehicle.

#### VEHICLE ACQUISITION QUESTIONS

QUESTION	COLUMN 1	COLUMN 2
A. Please give the year, make, and model name of the acquired vehicle.	Year: 19 _____ Make: _____ Model: _____	Year: 19 _____ Make: _____ Model: _____
B. What was the date your household acquired the vehicle? (GIVE YOUR BEST ESTIMATE)	Month: _____ Day: _____ Year: _____	Month: _____ Day: _____ Year: _____
C. What is the current odometer reading (total mileage) of this vehicle? PLEASE OBTAIN THIS FROM THE ODOMETER ON THE VEHICLE.	_____ (Odometer Reading) <input type="checkbox"/> Don't Know	_____ (Odometer Reading) <input type="checkbox"/> Don't Know
D. What was the date when you recorded this odometer reading (total mileage)?	Month: _____ Day: _____	Month: _____ Day: _____

**NOW CONTINUE WITH QUESTIONS 3 AND 4 ON THE NEXT PAGE ----->**

Vehicle Update Worksheet (Page 4)

EIA-876B (1991)

**QUESTION 3:** Please look at the address label on the first page of this worksheet. Does it show your correct mailing address?

YES --> PLEASE SKIP TO QUESTION 4 BELOW.

NO --> IF THE ADDRESS IS INCORRECT,  
PLEASE WRITE THE CORRECT ADDRESS BELOW.

• STREET ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

• When did you move to this address?

MONTH and YEAR: \_\_\_\_\_

**QUESTION 4:** Finally, is there a possibility that your household will move any time within 1991?

NO --> THIS WORKSHEET IS COMPLETE. SKIP THE FOLLOWING QUESTIONS.  
PLEASE KEEP THE WORKSHEET NEAR YOUR PHONE.

YES, DEFINITELY --> PLEASE ANSWER QUESTION 4A BELOW.

POSSIBLY --> PLEASE ANSWER QUESTION 4A BELOW.

**QUESTION 4A:** Do you happen to know when you are or might be moving?

MONTH/DAY OR APPROXIMATE DATE \_\_\_\_\_

DON'T KNOW

AFTER YOU HAVE FILLED IN THE INFORMATION REQUESTED, PLEASE KEEP THIS WORKSHEET NEAR YOUR TELEPHONE. WE WILL BE CALLING YOU IN A WEEK OR TWO TO GET THE INFORMATION; OR, IF YOU WILL BE DIFFICULT TO REACH BY PHONE, CALL COLLECT TO JIM DEVLIN AT (609) 921-3333.

**PLEASE KEEP THIS WORKSHEET BY YOUR TELEPHONE -- EVEN IF YOU HAVE NOT HAD ANY VEHICLE CHANGES.**

THANK YOU!



## **APPENDIX B**

### **ANSWERS TO COMMON QUESTIONS FROM RESPONDENTS**

## ANSWERS TO COMMON QUESTIONS FROM RESPONDENTS

**Q. "I am not average."**

A. We are interested in your household, no matter how you use your vehicle(s). This would not be a representative survey if we only interviewed households with average vehicles and average driving habits.

**Q. "I was in this same vehicle survey before. Why should I do it again?"**

A. The households that were in the survey before are very important to the current survey. Data from repeat households, like yours, offer the best opportunities of studying how households change their vehicles over time.

**Q. "Ask somebody else."**

A. We need your participation. We have followed scientific procedures and cannot substitute another household for yours. It will mean a great deal to us and to the U.S. Department of Energy if you can take the time to help with our survey.

**Q. "I do not want the government to have records on me."**

A. The names and addresses of the participants are known only to the research staff at Response Analysis. All of the survey information is kept confidential.

**Q. "Can I verify your legitimacy?"**

A. You can call Ms. Martha Johnson at the U.S. Department of Energy (1-202-586-1135) or Mr. Jim Devlin at Response Analysis Corporation (1-609-921-3333).

**Q. "I am not using my car at this time."**

A. It is important that we collect information on all vehicles including those that are driven hundreds of miles each week and those that are hardly driven at all.

**Q. "I don't have any vehicles."**

A. We are interested in your household even if you don't have any vehicles at this time. This would not be a representative survey if we only interviewed households with vehicles. Also, you may acquire a vehicle during the year and we will be calling at the end of the year to find this out.

**Q. "What will be done with this information?"**

A. This survey will be used to guide government policy makers. The survey will provide a comprehensive look at gasoline and diesel fuel consumption nationwide.

**1991 Residential Transportation Energy Consumption Survey  
Mid-Year Questionnaire  
(Telephone Survey)**

CALL #	CALL RECORD			CALL RESULT CODE									INTERVIEWER	NOTES, INCLUDING: o Contact person o Best time for callback o Appointments o REFUSALS*  (REMEMBER TO RECORD E.S.T. FOR ALL TIMES RECORDED.)
	DAY OF WEEK	DATE	TIME	B U S Y	A M	N A	R A	L A B	D I S	T H R	R* E F	C M		
1				1	2	3	4	5	6	7	8*	9		
2				1	2	3	4	5	6	7	8*	9		
3				1	2	3	4	5	6	7	8*	9		
4				1	2	3	4	5	6	7	8*	9		
5				1	2	3	4	5	6	7	8*	9		
6				1	2	3	4	5	6	7	8*	9		
7				1	2	3	4	5	6	7	8*	9		
8				1	2	3	4	5	6	7	8*	9		

**\* IMPORTANT: ALL REFUSALS SHOULD BE 1) SPECIFIED AS "HARD" OR "SOFT," AND  
2) DESCRIBED (WRITE REASONS AND STATEMENT.)**

ASK FIRST TO SPEAK WITH THE PERSON WHOSE NAME APPEARS ON THE LABEL. IF HE/SHE IS UNAVAILABLE, THE INTERVIEW MAY BE COMPLETED WITH A SPOUSE OR OTHER KNOWLEDGEABLE MEMBER OF THE HOUSEHOLD.

Hello, this is \_\_\_\_\_ calling from Response Analysis Corporation in Princeton, New Jersey. We recently sent a letter about a special study that the U.S. Department of Energy has asked us to do on energy use for household vehicles.

**IF ASKED ABOUT CONFIDENTIALITY, READ:**

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual households, and summarized within large groupings for statistical purposes.

A1. First, I would like to check that we have your correct mailing address.  
Is it . . . ? (READ ADDRESS SHOWN ON LABEL)

YES -- CONTINUE WITH QUESTION B1

NO -----  
↓

A1.A IF MAILING ADDRESS IS INCORRECT, WRITE IN THE CORRECT ADDRESS BELOW:

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

A1.B When did you move to (ADDRESS NOTED ABOVE)?

Month and Year: \_\_\_\_\_

NOW CONTINUE WITH QUESTION B1

B1. I have a description of the vehicles[s] mentioned at the time of our most recent contact with your household. I would like to verify [this/these] descriptions with you.

IF NO VEHICLES ARE LISTED ON FORM BELOW -- SKIP TO QUESTION C1

VEHICLE NUMBER	01	02	03
TYPE		PICKUP TRK	JEEP/UTIL.
MODEL YEAR		1984	1972
MAKE		CHEVROLET	JEEP
MODEL NAME		CREW CAB	AMC MILITARY
B2. Do you still have [READ VEHICLE DESCRIPTION IN COLUMN ABOVE]?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES FOR Q. B2:			
B3. Have I described it correctly? [IF NO, MAKE CORRECTIONS ABOVE]	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF NO FOR Q. B2:			
B4. On what day the vehicle sold or disposed of?	_____ MONTH/DAY  _____ YEAR	_____ MONTH/DAY  _____ YEAR	_____ MONTH/DAY  _____ YEAR
B5. Approximately, what was the odometer reading (total miles) on the vehicle at the time it was sold or disposed of?	_____ MILES  <input type="checkbox"/> DON'T KNOW	_____ MILES  <input type="checkbox"/> DON'T KNOW	_____ MILES  <input type="checkbox"/> DON'T KNOW

VEHICLE NUMBER	04	05	06
TYPE		CAR	
MODEL YEAR		1990	
MAKE		PONTIAC	
MODEL NAME		6000 SE	
B2. Do you still have [READ VEHICLE DESCRIPTION IN COLUMN ABOVE]?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES FOR Q. B2:			
B3. Have I described it correctly? [IF NO, MAKE CORRECTIONS ABOVE]	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF NO FOR Q. B2:			
B4. On what day the vehicle sold or disposed of?	_____ MONTH/DAY  _____ YEAR	_____ MONTH/DAY  _____ YEAR	_____ MONTH/DAY  _____ YEAR
B5. Approximately, what was the odometer reading (total miles) on the vehicle at the time it was sold or disposed of?	_____ MILES  <input type="checkbox"/> DON'T KNOW	_____ MILES  <input type="checkbox"/> DON'T KNOW	_____ MILES  <input type="checkbox"/> DON'T KNOW

IF HOUSEHOLD STILL HAS VEHICLE #1, CONTINUE WITH Q. B6

IF NO VEHICLE #1 LISTED ABOVE, OR IF HOUSEHOLD NO LONGER HAS VEHICLE #1, SKIP TO Q. C1

ASK QUESTIONS B6-B8 ONLY IF RESPONDENT REPORTS THAT HE/SHE STILL HAS VEHICLE NUMBER #1. QUESTIONS B6-B8 ARE ASKED ONLY FOR VEHICLE NUMBER #1.

Thinking about your [READ YEAR, MAKE AND MODEL FOR VEHICLE NUMBER #1 IN COLUMN #1 ABOVE]:

B6. What was the price per gallon the last time you purchased fuel for this vehicle?

PRICE	\$____.____
DON'T KNOW	6

B7. What kind of fuel was purchased at that time? Diesel, unleaded, premium -- or some grade in between regular and premium? (RECORD LEADED REGULAR AS "OTHER." AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")

DIESEL	4
UNLEADED REGULAR	1
PREMIUM	2
MIDGRADE	3
OTHER (Specify)	_____
DON'T KNOW	6

B8. When you last bought fuel for this vehicle, did you use full-service pumps or self-service pumps? (RECORD MINI-SERVICE AS SELF-SERVICE)

FULL-SERVICE	1
SELF-SERVICE (Includes Mini-Service)	2
OTHER (Specify)	_____
DON'T KNOW	6

CONTINUE WITH QUESTION C1.

## Section C: Acquired Vehicle Stock Questions

C1. Do you or other members of your household own or have for your personal use any cars, trucks, vans, or similar vehicles, in addition to (DESCRIBE VEHICLES LISTED ON QUESTION B1 PAGES 3 AND 4 BUT DO NOT MENTION AGAIN ANY VEHICLES THEY NO LONGER HAVE.)

- 1 YES → ASK Q. C2
- 0 NO → SKIP TO Q. D1
- 6 DON'T KNOW → SKIP TO Q. D1

IF "YES," ASK:

C2. How many additional vehicles do you have?

- 1 ONE → ASK Q. C3
- 2 TWO → ASK Q. C3
- 3 THREE → ASK Q. C3
- 4 FOUR OR MORE → ASK Q. C3
- 6 DON'T KNOW → ASK Q. C3

IF "ONE OR MORE VEHICLES" ON Q. C2, ASK Q. C3 FOR EACH ADDITIONAL VEHICLE, AND THEN ASK Q. C4 FOR EACH ADDITIONAL VEHICLE.

C3. Please tell me the make, model name and year (of each one).

MAKE \_\_\_\_\_  
 MODEL NAME \_\_\_\_\_  
 MODEL YEAR 19\_\_\_\_  
 DON'T KNOW MAKE 6  
 DON'T KNOW MODEL 6  
 DON'T KNOW YEAR 96

C4. What type of vehicle is the (READ: YEAR, MAKE, MODEL--FROM Q. C3.) (READ CATEGORIES TO RESPONDENT IF NECESSARY.)

PASSENGER CAR 1  
 STATION WAGON 3  
 LARGE VAN 4  
 MINI VAN 5  
 PICKUP TRUCK 6  
 JEEP OR SIMILAR VEHICLE 7  
 OTHER (Specify) 21  
 DON'T KNOW 96

Vehicle Number				
	#A	#B	#C	#D
MAKE	_____	_____	_____	_____
MODEL NAME	_____	_____	_____	_____
MODEL YEAR	19____	19____	19____	19____
DON'T KNOW MAKE	6	6	6	6
DON'T KNOW MODEL	6	6	6	6
DON'T KNOW YEAR	96	96	96	96
PASSENGER CAR	1	1	1	1
STATION WAGON	3	3	3	3
LARGE VAN	4	4	4	4
MINI VAN	5	5	5	5
PICKUP TRUCK	6	6	6	6
JEEP OR SIMILAR VEHICLE	7	7	7	7
OTHER (Specify)	21	21	21	21
DON'T KNOW	96	96	96	96

**INTERVIEWER INSTRUCTIONS:**

Q. C3 -- A model name may consist of several parts -- be sure to get the complete name. Here are some examples, where the complete model name is in parentheses: Ford (Galaxie), Chevrolet (V-10 Suburban), GMC (V-15 Gimmy), Toyota (2WD Cargo Van). If respondent does not know the name of a truck, probe for size (1/2 ton, 3/4 ton, etc.).



ASK Q. C5 - C8 FOR VEHICLE A FIRST, THEN GO TO VEHICLE B, VEHICLE C, AND VEHICLE D

C5. In what month and year did you get this vehicle?  
 (READ: YEAR, MAKE, MODEL FROM--Q. C3)

MONTH  
 YEAR  
 DON'T KNOW MONTH  
 DON'T KNOW YEAR

C6. Do you happen to know the total mileage (odometer reading) for this vehicle?

YES  
 NO

IF "YES," ASK:

C7. What is the total mileage (odometer reading)?

Is that the current mileage for today's date, or some other date?

MILES  
 DATE

IF "NO," ASK:

C8. Was the vehicle new when you got it?

NO  
 YES

Vehicle Number				
	#A	#B	#C	#D
MONTH	_____	_____	_____	_____
YEAR	19_____	19_____	19_____	19_____
DON'T KNOW MONTH	96	96	96	96
DON'T KNOW YEAR	96	96	96	96
YES	1	1	1	1
NO	0	0	0	0
MILES	_____	_____	_____	_____
DATE	____/____	____/____	____/____	____/____
NO	0	0	0	0
YES	1	1	1	1

INTERVIEWER: MAKE SURE YOU HAVE ASKED THE FULL SET OF QUESTIONS (Q's. C3-C8) FOR EACH ADDITIONAL VEHICLE THE RESPONDENT TOLD YOU ABOUT IN QUESTION C2. THEN CONTINUE WITH QUESTION D1.

### Section D: Closing

D1. Is there a possibility that your household will move any time during the remainder of 1991?

- 1 YES, DEFINITELY → Go to Q. D2
- 2 POSSIBLY → Go to Q. D2
- 0 NO → Go to D4

IF "YES" OR "POSSIBLY," ASK:

D2. Do you happen to know when you (are/might be) moving?

MONTH/DAY/YEAR \_\_\_\_\_

APPROXIMATE TIME PERIOD \_\_\_\_\_

DON'T KNOW

D3. Do you happen to know what your new address will be?

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_  
(Area Code)

D4. INTERVIEWER -- CHECK TO SEE IF THERE ARE ADDITIONAL QUESTIONS ON THE NEXT PAGES.

YES, THERE ARE ADDITIONAL PAGES AND QUESTIONS.

BEGIN WITH THE FOLLOWING STATEMENT:  
"We now have a few questions about heating your home this last winter.  
These will only take a minute."

NOW SKIP TO QUESTIONS S1 (ON THE NEXT PAGE)

NO, NO ADDITIONAL PAGES AND QUESTIONS

**Thank you very much for helping us with this survey. We will be contacting you at the end of the year to obtain followup odometer reading(s) for your vehicle(s). Have a nice day/evening.**

AM  
PM

\_\_\_\_\_  
(Interviewer)

\_\_\_\_\_  
(Date Completed)

\_\_\_\_\_  
(Time Completed)

INTERVIEWER NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **1991 Residential Transportation Energy Consumption Survey Mid-Year Coding Instructions**

### **OVERVIEW**

The Mid-Year contact is the second of three contacts that we will attempt to make with households involved in the 1991 Residential Transportation Energy Consumption Survey. The telephone questionnaire for this contact is much more brief than that used for the beginning- and end-of-year contacts because this contact is not intended as a full-blown data collection. Simply, we are attempting to "keep in touch" with the households. We have verified the household's address, updated the household's vehicle inventory (including asking a brief set of questions about disposed or acquired vehicles), asked three questions about the most recent fuel purchase for all Vehicle 1s, and gathered tracking information, when applicable, in case the household moves before the end of the year.

The coding task involves a coding step and a sorting procedure. After coding the necessary information onto the coding form for each household, you will examine the questionnaire for the presence of a change to the household address/phone number or to the description of at least one vehicle. The questionnaires are then returned to their packs or sorted into one of three groups for further processing.

The coding form is divided into three sections. The first section is where you code the household information; the second section is used to code vehicle dispositions; while the third section is used to code vehicle acquisitions. The coding form can accommodate up to four disposed or acquired vehicles. If a household has disposed of or acquired more than four vehicles, please bring the case to the attention of Benny or Jim D.

If you have any questions about how to code a specific item or deal with a special situation, please put the questionnaire aside and hold it for Benny or Jim D. The charge number for this coding task is 8400-832 (RTECS Mid-Year Phone).

### **ABOUT THE VEHICLE PAGES**

The most recent vehicle inventory for each household is described on the white computer-generated page(s). Each vehicle is assigned a Vehicle Number, found at the top of each column. A vehicle description need not be present under each Vehicle Number. In fact, a household without any vehicles will have one white computer-generated page with no vehicles described.

Do not concern yourself with what appear to be "missing" vehicles. These "missing" vehicles have since been disposed of or were never owned by the household. It is relatively common, for example, to see a description for Vehicle Numbers 1 and 5, and nothing described for Vehicle

Numbers 2, 3, and 4. Be sure to look past the first "missing" vehicle when checking the vehicle inventory or when looking for changes in vehicle descriptions.

The white computer-generated vehicle page(s) is where you will find information regarding vehicles that we already know about. On this page, we ask if a household still has the vehicle. Depending upon the answer, we ask if it is described correctly (if the vehicle is still with the household) or (if the household no longer has it) when the vehicle was disposed of and an estimate of the vehicle's odometer reading at the time of disposal.

### ***WHERE TO FIND THE OTHER PERTINENT INFORMATION***

In addition to asking about current household vehicles and gathering information about vehicles no longer belonging to the household (the white computer-generated pages), we also verified the household mailing address, collected information about the most recent fuel purchase for all Vehicle Number 1s, asked about any additional vehicles that the household may have acquired, obtained tracking information for households who may move before the end of the year, and recorded the length of interview.

Changes in the household address are found on the call record sheet or on Page 2. The length of interview is almost always found in the upper-right corner of the call record sheet. Most recent fuel purchase information, when asked, is found on Page 5. Information pertaining to additional vehicles is found on Pages 6 and 7. Tracking data, or lack of such, are found on Page 8.

### ***THE WORK FLOW***

The scope of the coding task varies by questionnaire. Because only certain items are coded for every household, the coding task requires you to code a minimum of three items of information per household. The balance of the coding task depends upon the degree to which the household's vehicle inventory has changed. After the coding task is completed, you should inspect the questionnaire for changes to the household's address/telephone information and/or to the description of one or more of its vehicles.

Here's the work flow:

#### **CODE HOUSEHOLD INFORMATION FOR EVERYBODY:**

- A** Code the 3 items (6, if the household still has a Vehicle Number 1) of household information: HHID and length of interview (call record sheet), the three most recent fuel purchase questions (Page 5; only for Vehicle 1s), and tracking information (last page). Use a separate coding form for each household.

#### **THEN, LOOK FOR CHANGES IN THE HOUSEHOLD'S VEHICLE INVENTORY:**

- B** Has the household acquired or disposed of a vehicle?

**YES =====>** Code all information regarding vehicle acquisitions and/or dispositions. Then proceed to C.

**NO =====>** Proceed to C.

#### **IDENTIFY HOUSEHOLD ADDRESS OR VEHICLE DESCRIPTION CHANGES:**

**C Are there any changes** in the household address/phone number or to the description of one or more vehicles?

**YES =====>** Sort the **questionnaires** into three groups, depending upon the presence of changes in the household address or one or more vehicle descriptions:

**Group 1 – Address Change Only**

**Group 2 – Vehicle Description Changes Only**

**Group 3 – Address AND Vehicle Description Changes**

Give the three groups of questionnaires to Benny or Jim D. We will return questionnaires that have address or vehicle description changes when we are finished inputting the changes. The questionnaires should be refiled into their packs.

**NO =====>** Finished coding – leave questionnaire in pack.

#### ***CODING THE HOUSEHOLD CARD***

You will code the items on the household card using a separate coding form for every questionnaire. The fields are:

- **HHID Number** – The Household ID Number is found in the upper-right corner of the address label on the call record sheet or in the upper-right corner of the white vehicle page(s). Code the 4-digit number.
- **Length of Interview** – Code as a two-digit number using a leading zero, when necessary. The length of interview is found written (and usually circled) in the upper-right corner of the call record sheet. You may have to look at the call record sheet and time completed to calculate length of interview. Code '98' if No Answer.
- **Questions about Most Recent Fuel Purchase (from Page 5)** – Should only be answered if the household still has a Vehicle #1. If the household still has a Vehicle #1 and the questions are not answered, code the three items according to the instructions for 'No Answer' below.

If the household does not have or no longer has a Vehicle #1, leave these three fields blank on the coding form. If these questions have been answered and they shouldn't have been, ignore the responses.

- **Price of Fuel** – Code as a three-digit number using a leading zero, when necessary. Ignore tenths of a cent, if given. If '6' (Don't Know) is circled, code as '996.' Code '998' if No Answer.
- **Fuel Type** – Code as a single-digit number. Code 'Propane' as '7.' Leave 'Leaded' as '5' (Other). Code '8' if No Answer.
- **Type of Service** – Code as a single-digit number. Code 'Bulk Sales' or 'Home Delivery' or 'Home Tank' as '4.' Code '8' if No Answer.
- **Tracking Information** – Code as a single-digit number. If any tracking information is provided in Q D2, code as '1.' Otherwise, code as '0.'

### ***CODING THE DISPOSITION CARDS***

If Q B2 has been answered 'No' for a vehicle, that vehicle is no longer owned or used by the household. For every vehicle where Q B2 is answered 'No,' Qs B4 and B5 should be answered.

If the household states that they 'Never Had' the vehicle, code the Disposition Date as '959595' and the Odometer Reading as '999995.'

Use one line under the heading 'VEHICLE DISPOSITION CARDS' on the coding form per disposed vehicle. There is room on the form to code up to 4 disposed vehicles per household. The four items to code for each disposed vehicle are:

- **Household ID Number** – Code the four-digit number found in the places described under the section 'CODING THE HOUSEHOLD CARD' above.
- **Vehicle Number** – Code as a two-digit number using a leading zero. The Vehicle Number is found at the top of each column of the vehicle inventory grid on the white computer-generated vehicle page(s).
- **Vehicle Disposition Date** – Code as a six-digit number using two digits each for the month, day, and year that the vehicle was disposed. For example, if the vehicle was disposed of on March 15, 1991, code '031591.' If the month or day is unknown, code as '98.' The year should always be '91' (1991). If a year other than 1991 is indicated, flag the questionnaire and leave it for Benny or Jim D. If the date is missing, code as '989898.'
- **Odometer Reading** – Code as a six-digit number. Ignore tenths of a mile if they are given. Code leading zeros as necessary. If the 'Don't Know' box is checked, code as '999996.' Code as '999998' if No Answer.

## **CODING THE ACQUISITION CARDS**

Information concerning vehicle acquisitions is found on the two pages following the white computer-generated vehicle page(s). If Q C1 indicates that one or more vehicles have been acquired, the vehicle(s) should be described on Pages 6 and 7; that is, Qs C3 through C8 should be completed for the number of vehicles indicated in Q C2. If there is a discrepancy between the number of vehicles indicated in Q C2 and the number of vehicles described on Pages 6 and 7, be sure that the number of vehicles described in Qs C3 through C8 is greater than the number in Q C2. If the opposite is true, set aside the questionnaire for Benny or Jim D.

Do not include motorcycles, very large trucks, or vehicles used solely for business.

Use one line on the coding form per acquired vehicle. There is room on the form to code up to four new vehicles. For each acquired vehicle, the following 11 fields must be coded:

- **Household ID Number** – Code the four-digit number found in the places described under the section 'CODING THE HOUSEHOLD CARD.'
- **Vehicle Number** – Code as a two-digit number using a leading zero. Care must be taken when assigning vehicle numbers to newly acquired vehicles. On the white vehicle inventory page(s), look for the highest vehicle number under which a vehicle is described. The vehicle number to assign to the first acquired vehicle(s) should be the next highest available vehicle number or the number '05,' whichever is higher. Increment subsequent vehicle numbers by 1.

Let's look at two examples. In the first example, the highest vehicle number under which a vehicle is described is '03' – the third vehicle (making the next highest available number '04'). The acquired vehicle, therefore, should be number '05' because it is the higher of the two numbers you should compare ('04,' for the next available number, and '05').

For the second example, the highest vehicle number under which a vehicle is described is '05.' The acquired vehicle, therefore, should be number '06' because it is the higher of the two numbers you should compare ('06,' for the next available number, and '05').

Be very careful about determining the new vehicle number. If you have any questions about what the new vehicle number should be, put the questionnaire aside for Benny or Jim D.

- **Vehicle Make Name** – Use up to a maximum of 14 spaces. Watch for transpositions of vehicle make and model names. If No Answer, leave blank. Please print clearly.
- **Vehicle Model Name** – Use up to a maximum of 14 spaces. If No Answer, leave blank. For trucks, if the only model name provided is the tonnage capacity of the vehicle, code the tonnage. If both model name and tonnage are given, code the model name first and then the tonnage, if it will fit. If you have any questions concerning make or model name, put the questionnaire aside for Benny or Jim D.

- **Model Year** -- Code as a two-digit number. If No Answer, code as '98.' If a range is given for the model year, code the midpoint. For example, if 1981-1983 is given, code as '82.'
- **Vehicle Type** -- Code as a two-digit number. The types are precoded on the questionnaire. Code the leading zero, when necessary. If No Answer, code as '98.' Set aside the questionnaire for all cases where the vehicle is coded as 'Other.' Bring these to the attention of Benny or Jim D.
- **Date Vehicle Acquired** -- Code a four-digit number for month and year of acquisition. Do not code day in this field. Use standard two-digit codes for month. As with dispositions, the year should be '91' (1991). If the date is missing, code as '9898.' Any problems should be set aside for Benny or Jim D.
- **Question C6 (Do You Know the Odometer Reading?)** -- Code as a single-digit number. If No Answer, code an '8.'

**Check the skip off of Q C6.** If Q C6 is answered 'Yes,' Q C7 -- mileage and date -- should be answered and Q C8 should be coded as Not Applicable ('9'). If Q C8 is answered 'No,' Q C7 - mileage and date -- should be coded as Not Applicable (both = '999999') and Q C8 should be answered. If Q C6 is not answered, but either Q C7 or C8 is, back edit Q C6 to the appropriate response.

- **Odometer Reading** -- Code as a six-digit number. Ignore tenths of a mile if given. If Q C6 is 'Yes' and the odometer reading is blank, code as '999998.' If Not Applicable, code as '999999.'
- **Odometer Reading Date** -- Code as a six-digit number according to the rules specified under the heading 'CODING THE DISPOSITION CARDS.' If a note refers to 'Today,' refer to the call record sheet for the correct date. If Q C6 is 'Yes' and the date is blank, code as '989898.' If Not Applicable, code as '999999.'
- **Was the Vehicle New When You Got It?** -- Code as a single-digit number. If Q C6 is 'No' and Q C8 is blank, code as '8.' If Not Applicable, code as '9.'



1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY  
Mid-Year Coding Form

RT91-04  
092791

*HOUSEHOLD CARD*

HHID (1-4)	CARD (6)	LENGTH OF INT'VW (8-9)	PRICE (11-13)	FUEL TYPE (15)	SERVICE (17)	MOVE IN '91? (19)
	H					

**IS THERE A CHANGE IN ADDRESS, VEHICLE STOCK, OR VEHICLE INVENTORY??**

*VEHICLE DISPOSITION CARDS*

HHID (1-4)	CARD (6)	VEH NUM (8-9)	VEH DISP DATE (11-16)	ODOMETER READING (18-23)
	D			
	D			
	D			
	D			

*VEHICLE ACQUISITION CARDS*

HHID (1-4)	CARD (6)	VEH NUM (8-9)	MAKE NAME (11-24)	MODEL NAME (26-39)	VEH YEAR (41-42)	VEH TYPE (44-45)	DATE VEH ACQD (47-50)	Q. C6 (52)	ODOM READ (54-59)	ODOM READ DATE (61-66)	NEW (68)
	A										
	A										
	A										
	A										

RT91-36

100291

**1991 RTECS MID-YEAR DATA COLLECTION  
CODING AND DATA ENTRY CONTROL CARD**

DATA ENTRY BATCH # (if used): \_\_\_\_\_

CODING		DATA ENTRY	
Coded	Checked	Keyed	Verified
<i>Initial appropriate box as task is completed.</i>			

October 17, 1991

TO: Benny (cc: Jim McB.)

FROM: Jim D.

SUBJECT: Processing RTECS Mid-Year Noncompletes and Address Changes

Now that the processing of the completed telephone questionnaires is underway, we should turn our attention to extracting useful information from the noncompleted questionnaires and returned mail. As a result, we'll be updating the household address database, creating a file of HHIDs for noncompletes and their corresponding result codes, and updating status codes, where necessary. Following is a brief outline of the tasks. Please look it over, think about tasks that I may have omitted, and let's get together and talk about it.

#### ***RETURNED MAIL***

- Gather all of the returned mail and sort it by HHID.
- Sort it into two piles: No New Information vs. Useful Information. The "No New Information" pile can be retired.
- Sort the "Useful Information" pile by data collection type: Telephone vs. Mail.
- Sort each of the two piles, "Telephone" and "Mail," into Completed vs. Noncompleted.
- The two "Completed" piles can be retired because we will use the information provided by the respondents on the questionnaires.
- Work with the two piles of "Noncompletes." Circle the new, useful information on the envelopes in red. Sort the pieces into two piles: Corrected information vs. New Address.

#### ***COMPLETED MAIL QUESTIONNAIRES***

- Transcribe any address/telephone information from the completed mail questionnaires onto two sheets of paper -- one for address modifications and one for new addresses.

Have we done lookups for the returned mail and completed mail questionnaires? I believe we have for the returned mail, but how about completed mail questionnaires?

## **"MIGHT THE HOUSEHOLD MOVE?" QUESTION**

Like we did for the beginning-of-year questionnaire, we will produce a listing of all households who provided some information. We'll examine their responses and use the information if, in fact, it is useful.

## **NONCOMPLETE TELEPHONE QUESTIONNAIRES**

- Sort the questionnaires into three piles: Refusals, Noncomplete -- Telephone Problem (disconnect, wrong number, etc.), and Noncomplete -- Other (No Answer, Answering Machine, Language Barrier, Other, etc.). Sort each of the piles by HHID number.
- Look at all of the "Refusals." Sort into Soft vs. Hard Refusal.
- Look at the "Hard Refusals." Sort out any who you would consider as Untouchable.
- Examine each of the "Noncomplete -- Others" (where we made a contact of some sort) and look for anything unusual, such as respondent deceased or duplicate sample (the duplicate sample has me puzzled -- I think the Phone Center dispoed [is "dispoed" a word???) two like that). Flag these somehow so that we can take a look at them.
- Examine the questionnaires in each of the piles for changes in the telephone or address information. Do not include changes to the telephone number for the "Noncomplete -- Telephone Problem" pile. We will provide Anne W. with a file of these HHIDs and she will change the telephone number for all of these folks to "9999999999" using a dBase command or routine. When you transcribe the changes, use separate lists for address modifications vs. new addresses.

Finally, we are already taking care of telephone/address changes from the telephone questionnaires. At this point, we should have covered all the bases related to extracting the most up-to-date address information possible. We will, of course, need to update the household address database at this point.

What else can we get from these deads? Have we covered it all here? Let me know when you're ready to talk. I'd like to target the end of the month to complete all of this work.

On other matters, I told Jim McB. that we really should have an updated HVI for the End-of-Year procedures that incorporate the Beginning-of-Year and Mid-Year data. Currently, we have a very slightly modified version of the original file (for Mid-Year work, he merged all of the data in a SAS program but did not produce an updated file). If he creates the new file, which I believe he will, we can tie up all of the loose ends from the first two contacts. These tasks mostly deal with incorporating data from the completed mail questionnaires, since he will have all the data from the telephone questionnaires in existing datasets.





Department of Energy  
Washington, DC 20585

January 1992

Dear Resident:

The U.S. Department of Energy (DOE) needs your help. During 1991, your household furnished us with vehicle information as part of DOE's Residential Transportation Energy Consumption Survey (RTECS). We are now in the final phase of our survey, and ask for your cooperation in updating this vehicle information, so that we may conclude the survey. The DOE has contracted with Response Analysis Corporation of Princeton, New Jersey to collect this information from a scientific sample of households in the United States.

The RTECS is a voluntary survey conducted under the authority of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Your participation is very important to the success of this survey. Because this is a sample survey, your answers represent not only your household, but also thousands of other households like yours. There is no penalty for not responding, but each missing answer makes the national data on energy less accurate. For this reason, your participation in this voluntary survey is extremely important to ensure the completeness and accuracy of the final results. Your cooperation will be a service to the country.

The information you provide and your identity will be held confidential in accordance with the provisions of the Privacy Act of 1974. (See the statement on the other side of this letter for further details on the Privacy Act.) The DOE will publish the aggregated data in a series of statistical reports.

If you have any questions about the survey, please call collect to Jim Devlin, Response Analysis Corporation at (609) 921-3333.

We very much appreciate your continuing cooperation. If you wish to contact someone at the Department of Energy about the survey, please call Ron Lambrecht at (202) 586-4962.

Sincerely,

A handwritten signature in cursive script, reading "W. Calvin Kilgore".

W. Calvin Kilgore

Director

Office of Energy Markets and End Use  
Energy Information Administration

## PRIVACY ACT NOTICE

The Residential Transportation Energy Consumption Survey is being conducted by the Response Analysis Corporation for the U.S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information on vehicles used by households for personal use. This information helps the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle characteristics and odometer readings have been linked with the information describing your household and we have concluded our planned contacts with your household, all information linking the data with your name and address will be destroyed.

The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; neither the Department of Energy, nor any other Government agency, will be able to locate your household.

Your participation in this survey is voluntary.

## PUBLIC REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 10 minutes for the telephone interview.

Send comments regarding public reporting burden or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Energy Information Administration  
Office of Statistical Standards  
EI-73, Room 201  
1707 H Street, N.W.  
Washington, DC 20585

and

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503



377 WALL STREET  
POST OFFICE BOX 158  
PRINCETON, NEW JERSEY 08542  
(609) 921-3333

January 1992

Thank You!

Over the past year your household has been helpful in providing Response Analysis Corporation with vital information about your household vehicles. The 1991 Residential Transportation Energy Consumption Survey (RTECS) furnishes the Department of Energy information about the use and fuel consumption of vehicles used for personal transportation on the road today.

We need your assistance with the closing phase of the survey. During this contact, we need to update our records of your household vehicles and to collect information regarding their use during the past year. Your cooperation is especially important because your household, which cannot be replaced in the survey, represents thousands of other households that have similar vehicles.

We hope that you will assist us in this final phase by completing the enclosed cards. This will only take a few minutes. We have enclosed an instruction page that explains how to use the cards.

After you fill out the cards, please keep them near your telephone. We will be calling you within the next week or two to collect the information you have recorded on the cards.

I am enclosing a letter from W. Calvin Kilgore of the Energy Information Administration. Please note that all information that you provide will be kept strictly confidential. No information that can be linked to your name or address will ever be furnished to the Department of Energy or to any other government agency.

Your voluntary participation in the concluding phase of the 1991 RTECS is very important to the success of this research. Please call me collect at (609) 921-3333 if you have any questions about this survey.

Thank you again for your continued cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation





377 WALL STREET  
POST OFFICE BOX 158  
PRINCETON, NEW JERSEY 08542  
(609) 921-3333

January 1992

Thank You!

Over the past year your household has been helpful in providing Response Analysis Corporation with vital information about your household vehicles. The 1991 Residential Transportation Energy Consumption Survey (RTECS) furnishes the Department of Energy information about the use and fuel consumption of vehicles used for personal transportation on the road today.

We need your assistance with the closing phase of the survey. During this contact, we need to update our records of your household vehicles and to collect information regarding their use during the past year. Your cooperation is especially important because your household, which cannot be replaced in the survey, represents thousands of other households that have similar vehicles.

We hope that you will assist us in this final phase by completing the enclosed cards. This will only take a few minutes. We have enclosed an instruction page that explains how to use the cards.

After you fill out the cards, please return them using the self-addressed, postage-paid envelope that we have included in the mailing.

I am enclosing a letter from W. Calvin Kilgore of the Energy Information Administration. Please note that all information that you provide will be kept strictly confidential. No information that can be linked to your name or address will ever be furnished to the Department of Energy or to any other government agency.

Your voluntary participation in the concluding phase of the 1991 RTECS is very important to the success of this research. Please call me collect at (609) 921-3333 if you have any questions about this survey.

Thank you again for your continued cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation

**1991 Residential Transportation Energy Consumption Survey  
End-of-Year Odometer Reading Card**

Form Approval:  
OMB No.: 1905-0068  
Expires: 9/30/93

**THIS CARD IS FOR YOUR:**



**U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION**

Please put this card in your vehicle and write down the total  
mileage (odometer reading) after the last use of this vehicle

on **MONDAY, JANUARY 13, 1992** .....

MILES
-------

After you have filled out the information requested, please keep this card near your telephone. We will be calling you to get the information. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Please see the other side of this card for additional instructions.

**THANKS FOR YOUR HELP!**

EIA-876C

## 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

### HOW TO USE THE ENCLOSED CARDS (Please read this before filling out any cards)

- 1 There are two different types of cards:
  - ✓ END-OF-YEAR ODOMETER CARDS  
and
  - ✓ VEHICLE IDENTIFICATION NUMBER (VIN) CARDS
  
- 2 The label in the upper-right corner of the card identifies which vehicle that the card is for. For each vehicle that you told us about, we have affixed a label stating the MAKE, MODEL, YEAR, and TYPE of the vehicle.  
  
We also sent you one ODOMETER CARD and one VEHICLE IDENTIFICATION CARD where the label was left blank. Set these two blank cards aside for now.
  
- 3 Please fill out each ODOMETER CARD that has been labeled for a specific vehicle according to the instructions on the card.
  
- 4 The blank ODOMETER CARD is for any vehicle that you may have acquired since we last contacted you. Because we are unaware of this newly acquired vehicle, we did not fill out the MAKE, MODEL, YEAR, and TYPE specifications on the label. Please provide the information indicated on the label and record the odometer reading according to the instructions on the card.
  
- 5 We have also included a blank VEHICLE IDENTIFICATION NUMBER (VIN) CARD for any vehicle that you may have acquired since we last contacted you. The VIN contains information on engine and vehicle specifications which help us to estimate the vehicle's fuel economy. Please fill out the card according to the instructions on the card.

**THANK YOU VERY MUCH!**

## 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

### **HOW TO USE THE END-OF-YEAR ODOMETER CARDS** *(Please read this before filling out any cards)*

- 1** The label in the upper-right corner of the card identifies which vehicle that the card is for. For each vehicle that you told us about, we have affixed a label stating the MAKE, MODEL, YEAR, and TYPE of the vehicle.  
  
We also sent you one ODOMETER CARD where the label was left blank. Set the blank card aside for now.
  
- 2** Please fill out each ODOMETER CARD that has been labeled for a specific vehicle according to the instructions on the card.
  
- 3** The blank ODOMETER CARD is for any vehicle that you may have acquired since we last contacted you. Because we are unaware of this newly acquired vehicle, we did not fill out the MAKE, MODEL, YEAR, and TYPE specifications on the label. Please provide the information indicated on the label and record the odometer reading according to the instructions on the card.

**THANK YOU VERY MUCH!**

## **1991 Residential Transportation Energy Consumption Survey (RTECS)**

### **Interviewer Instructions for the End-of-Year Questionnaire**

#### **GENERAL INFORMATION**

The Residential Transportation Energy Consumption Survey (RTECS) is conducted every three years. Three contacts are attempted with eligible households over the duration of the study. Those contacts are made at the beginning, the middle, and the end of the calendar year for which the RTECS is being conducted. This contact is the end-of-year data collection.

Approximately 5,100 households completed a survey of household energy use called RECS during Fall 1990/Winter 1991. Households are randomly selected to participate in the RTECS from among this group.

There are 3,045 households in the RTECS sample. We will attempt to contact 2,531 households by telephone and 485 households by mail; 29 households will not be contacted.

The vehicle information on page 2 of the sample was obtained from the RECS and from the two previous (beginning-of-year and mid-year) RTECS contacts.

This is the final of three contacts that we will attempt to make with the households participating in the RTECS.

Both the RTECS and RECS are sponsored by the United States Department of Energy (DOE).

#### **THE RTECS SAMPLE**

The sample of 2,531 RTECS telephone households is divided into four groups of roughly 630 households per group. The group sizes range from 592 to 672 households.

The four groups have "target dates" of January 13, January 20, January 27 and February 3.

The "target date" is the date on which we ask the household to record the total mileage (odometer reading) for each of their household vehicles. For telephone households, we begin calling to collect the data on the evening following each target date.

## DATA COLLECTION MATERIALS

Data collection materials are mailed to each household approximately one week prior to the household's assigned target date. These materials include:

- ✓ A letter from Response Analysis explaining the survey.
- ✓ A letter from the Department of Energy asking for cooperation; this letter includes a privacy statement.
- ✓ Odometer Cards – one card for each vehicle described on page 2 of the sample and one blank card for an extra vehicle that we don't know about.
- ✓ VIN Cards – most households received one blank card for an extra vehicle. Only households who have previously refused to provide a VIN did not receive this card.
- ✓ An instruction page for filling out the cards. There are two versions of this page – one version that includes instructions for filling out both types of cards and a second version that applies only to the odometer cards.

An example of each of these materials is provided in the Appendix.

## SAMPLE MANAGEMENT, CALLING SCHEDULE, AND THE SAMPLE

### SAMPLE MANAGEMENT

The sample will be managed **ON PAPER, NOT ON THE CATI SYSTEM!** You must clearly indicate the results of each call on the Call Record Sheet.

### CALLING SCHEDULE

The calling schedule for RTECS is as follows:

- ✓ Maximum of two weekday-daytime calls (before 6 PM local time).
- ✓ At least two weekday-evening attempts out of eight call attempts.

**Warning:** For the West Coast, "evening" means between 9 PM and Midnight Eastern Standard Time.

- ✓ At least two weekend attempts out of eight attempts.

- ✓ Space your calls at least 2 hours apart unless the respondent requests otherwise.
- ✓ Vary your calling times. Do not always call at the same time of day.
- ✓ Maximum of two calls on any one day.

**Exception:** If a specific time is given as the best time to call or the respondent has asked you to call back later in the day.

- ✓ Do not make any call after 10 PM local time, unless you were asked to call then or unless it is a call to a time zone west of the Central Time Zone.

## **THE SAMPLE**

The sample consists of three pages: Page 1 – the Call Record Sheet; Page 2 -- Codes to Begin Interview and Vehicle Information; and, Page 3 – Callback Form for Odometer Readings and VINs.

### ***PAGE 1, THE CALL RECORD SHEET***

Be neat and write legibly when you mark the Call Record Sheet.

### ***CALL RESULTS***

#### **Call Back**

Clearly indicate the date and time of the callback. Record callback time in Eastern Standard Time; be sure to mark "EST."

CATI mid-interview callbacks and terminates should be scheduled by the Household ID Number, not the last name.

#### **Answering Machine**

Do not leave a message unless informed otherwise by your supervisor. We may decide to leave a message toward the end of the field period.

#### **No Answer**

Let the phone ring at least twelve times without being answered before recording "NA".

## Busy Signal

Make several attempts to get the call through before marking "BUSY".

## Refusal

Mark "REFUS" if the household will not participate. Specify the refusal as "hard" or "soft" and make a brief note regarding the gist of what the respondent has said. Use verbatims; include frank language if you feel it is necessary.

## Complete

Mark "COMP" if you have obtained a completed interview; that is, you have obtained all of the necessary information. If a callback is required, even for only one odometer reading or VIN, then "CB" should be marked, not "COMP" on the Call Record Sheet.

## THE HOUSEHOLD ADDRESS LABEL

The household address label contains many items of information that you will need to know to conduct an interview. The key items include the household ID number, respondent's name, and telephone number. Other information found on the label is the time zone code, target date, and household mailing address. An example of the address label that is used on the Call Record Sheet is illustrated below.

**Time Zone Code:** E=Eastern, C=Central, M=Mountain, P=Pacific, A=Alaskan, H=Hawaiian

**Household ID #**

E	T-1000-Jan 13
MR. JOHN SMITH	
123 MAIN STREET	
SMALLTOWN, NJ 08600	
609-921-0000	

**Mailing Address**

**Target Date:** Date that the household was asked to use for recording odometer readings for their vehicles

**Telephone Number:** If the number is clearly wrong or a message says that the number is disconnected or not in service, dial 1-[area code]-555-1212 (directory assistance) and try to get a new phone number. Record the new number, if you get one, on the address label.

Only the telephone number need be corrected.



## ***PAGE 2 – HOUSEHOLD AND VEHICLE INFORMATION***

The items of information found at the top of the page must be entered before beginning the interview.

Up to eight vehicles are described on this page (typically a household will have only a couple). The vehicle information (vehicle type, year, make, and model) is listed from the top of the page down. Do not be concerned with gaps in the vehicle numbers.

There are a few cases where there will appear to be a missing vehicle (there will be a blank template before or between the vehicles described. This indicates that we know of a vehicle but know nothing about that vehicle. Probe for the information.

Page 2 for no-vehicle households only have the items of information needed to begin the interview. Note the vehicle number 13. "13" is the code we use to tell CATI that the household has no vehicles.

Ignore the blank templates.

The blank lines to the right of the vehicle descriptions are for recording corrected vehicle information.

## ***PAGE 3 – CALLBACK FORM***

This boxes are checked during the course of the interview or at its conclusion when a required odometer reading or VIN is not obtained for one or more vehicles.

Except for new vehicles that we learn of in Module C (see Page 7), you need only check the appropriate box for the vehicle(s) for which you'll need to ask for information at the end of the interview. For new vehicles, you must also record the year, make, and model of the vehicle.

### **PREPARING FOR AND BEGINNING THE INTERVIEW**

## **INITIATING A CALL**

Before initiating a call, you must enter the four items of information found on page 2 of the sample: the household ID number (a unique case identifier), the target date, a VIN flag code, and the numbers of the household vehicle(s) (NOT the quantity of household vehicles).

After entering these four items, the introduction screen is displayed and you are then ready to dial the phone.

## LEAVING THE INTRODUCTION SCREEN

There are two codes available for use through which you can leave the introduction screen -- Code 1 and Code 2.

Do NOT leave the introduction screen by using "HALT" and then entering a disposition. If you must leave the piece of sample, use Code 2.

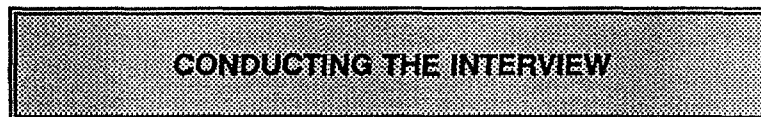
### *CODE 1 – CONTINUE INTO CATI QUESTIONNAIRE*

Entering Code 1 will take you into the CATI questionnaire. Proceed with the interview.

### *CODE 2 – A NONINTERVIEW (MOVE TO NEXT PIECE OF SAMPLE)*

Enter Code 2 when you want to leave the intro screen because you are unable to make contact with the household or when the contact results in a noninterview. Entering Code 2 will take you out of the record for the current piece of sample and allow you to prepare for the next interview.

Common situations that result in entering Code 2 include refusals, busy signals, no answers, answering machines, and disconnects/wrong numbers. Remember to always mark the actual call result on the Call Record Sheet.



## FLOW OF THE RTECS CATI QUESTIONNAIRE

The end-of-year RTECS CATI is divided into five modules:

- ✓ **Module A Questions:** These questions pertain to vehicles that we already know about (vehicle numbers 1-8 on page 2 of the sample) and that the household still has. Six additional questions about vehicle characteristics are added to Module A for vehicle numbers 5-8.
- ✓ **Module B Questions:** These questions pertain to vehicles that we already know about but that the household has disposed of.

- ✓ **Module C Questions:** These questions pertain to vehicles that the household currently has that we don't already know about (they are not listed on page 2 of the sample). Most of the questions are exactly the same as those in Module A.
- ✓ **Module D Questions:** These questions are only asked of households who do not have any vehicles listed on page 2 of the sample and who verify that they still do not have any vehicles. The questions relate to the use of alternate modes of transportation.
- ✓ **Module E Questions:** These questions, asked of every household, concern the use of other types of motorized vehicles.

## GENERAL RTECS CATI INTERVIEWING PROCEDURES

We have provided "OTHER" as a response category for selected, but not all, questions. If an "OTHER" response is given but is not offered as an answer category, please use the <ESC> key and make a note. Notes are particularly important to RTECS and we encourage you to make them – **WE DO READ ALL OF THE NOTES!**

We want to collect as much information as possible from the respondents during the initial contact. Therefore, CATI may prompt you to check certain boxes on page 3 of the sample so that you can ask the respondent to get the required odometer readings and/or VINs while you wait on the phone. It's OK to wait as long as is needed to get the maximum amount of information on the first contact!

The first two questions ask the respondent whether the respondent received and filled out the cards and if he or she will bring them to the phone. These questions (aside from being used to skip properly through CATI) set up the interview and prepare you for what to expect regarding the odometer and VIN cards (i.e., might you have to ask the respondent to get the odometer readings while you wait). Regardless of how these first two questions are answered, CATI will take you right into the interview.

For RTECS, it is fine to accept a "DON'T KNOW." You may probe when you feel it is appropriate but do not force a response or ask for a guess.

When asking about the second and subsequent vehicles for a household, you need not read the question verbatim. You may paraphrase a question to make it shorter but be careful not to change the meaning of the question.

## QUESTION-BY-QUESTION

### **MODULE A: VEHICLES IN CURRENT HOUSEHOLD INVENTORY**

#### **Q A3: Do you still have the vehicle?**

Under certain circumstances (the household didn't get or fill out their cards or they filled them out and will not get them), CATI will ask you to mark page 3 of the sample when the respondent says that they no longer have a vehicle. It is very important to do so, as the summary screen will display the vehicle and prompt you to ask for an odometer reading for the disposed vehicle.

#### **Q A4: Have I described it correctly?**

Mark corrections on the blank lines to the right of the vehicle description on page 2 of the sample.

Look for incomplete vehicle descriptions and prompt the respondent for the information.

#### **Qs A5 - A7: Odometer reading (pronounced: O-DOM'E-TER)**

The screen options for the odometer reading are either a legitimate reading or "999999" -- that is, you either get the odometer reading or you don't. Select "999999" if you don't get an odometer reading regardless of the reason. If you select "999999," a prompt will instruct you to mark page 3 of the sample and ask for the odometer reading later. You may want to note unusual situations (such as a refusal to give the odometer reading) on page 3 of the sample so that you don't ask for the odometer reading needlessly later on.

Do not try to record tenths of miles. Ignore the tenths, if given by the respondent.

Do not accept estimated odometer readings. We want the respondents to get the actual odometer readings from the vehicles.

#### **Qs A9 - A14: Vehicle Characteristics**

These questions are asked only of vehicle numbers 5-8. Do not be concerned if this series of questions appears to be "missing."

#### **Q A9: Type of Transmission**

Manual shift is also called "standard shift" or "stick shift."

Vehicles equipped with manual shift have a clutch pedal. Vehicles equipped with an automatic transmission **DO NOT** have a clutch pedal.

**Qs A15 - A18: Fuel Information**

These questions refer to the PAST YEAR and what type of fuel is USUALLY purchased.

**Q A15: Type of Fuel**

ETHANOL BLEND is GASOHOL (gasoline containing some alcohol).

**Qs A17 & A20: Grade of Fuel**

MIDGRADE means "higher quality (higher octane) than regular, but not as high (quality or octane) as premium."

If the respondent mentions the octane rating of the fuel, refer to the small, blue "Octane Rating - --> Fuel Grade Conversion Chart" supplied with your training materials.

**Qs A19 - A20: Most Recent Fuel Purchase**

These questions refer to the LAST TIME FUEL WAS PURCHASED.

**Qs A21 & A23: Type of Driving/Source of MPG**

Read these questions verbatim even though they are long.

**Qs A26 - A28: Commuting**

Record miles and minutes for commuting one-way, not round trip.

***MODULE B: DISPOSED VEHICLES***

**Q B3: Odometer Reading**

This is the one place where an estimated odometer reading is acceptable (in all but a few cases, an estimated odometer reading will be the only type of reading you can get).

***MODULE C: NEWLY-ACQUIRED VEHICLES***

In all but a few unusual circumstances, these vehicles have been acquired by the household since our last contact with them. That contact could have been sometime between Fall 1990 and Summer 1991.

**Q C1: Do you have any other vehicles?**

**DO NOT** count motorcycles, mopeds, very heavy trucks, or vehicles used strictly for business purposes.

**DO** count company cars, trucks, and vans IF they are also used for personal reasons. Also count vehicles if they belong to lodgers, students, and relatives who live in the household.

**Q C3: Please tell me the make, model name, and year of the vehicle.**

Get as much make and model information as you can. Use your common knowledge of vehicles. Probe what you believe are incorrect make/model configurations (such as a Chevrolet Taurus, Dodge Grand Am, etc.).

If a range is given for model year, take the midpoint. For example, if the respondent says "It's an '86 or an '88, I don't know," use 1987 as the model year.

If the make or model is unknown, enter "DK."

**Q C4: What type of vehicle is it?**

If the respondent says that the vehicle type is a "VAN", probe for whether he or she considers it to be a **LARGE VAN** or a **MINI VAN**.

**Qs C6 - C8: Odometer Reading.**

See the rules for odometer readings under "MODULE A: VEHICLES IN CURRENT HOUSEHOLD INVENTORY."

**Qs C9 - C10 (Q A8): Asking for the VIN**

Some respondents may be sensitive to their Vehicle Identification Numbers. If the respondent questions the function of the VIN or why we want it, refer to the blue "VIN Explanation" card supplied with your training materials.

The VIN is also called the "ID #", "Serial #", "Factory #", and "Motor ID #."

The VIN usually consists of 17 letters and numbers (i.e., AG12345KLMN123456), but may be shorter than 17 characters. Do NOT question the respondent if he or she gives you a VIN that is not the "right length" – accept what he or she gives you. If the VIN is longer than 17 characters, accept the first 17.

Always verify the VIN by reading it back to the respondent!

## **Qs C11 - C30**

These questions are exactly the same as Qs A9 - A28, except for Qs C17 - C21 which refer to purchasing fuel "during the past year" ("A" questions) vs. "generally" purchasing fuel ("C" questions).

### ***MODULE D: ALTERNATE TRANSPORTATION***

This series of questions is asked of no-vehicle households who confirm that they still don't have a vehicle. For the roughly 10% of households who qualify to be asked these questions, we are attempting to find out how, if at all, they get around.

### ***MODULE E: OTHER MOTOR VEHICLES***

The questionnaire can accommodate responses for two additional motorized vehicles. If the respondent indicates that he or she has more than two such vehicles, accept the responses for the first two that are mentioned.

Be sure to get a thorough description of the vehicle.

Any other type of vehicle may be mentioned here. Include such vehicles as motorcycles, motor boats, airplanes, tractors, large trucks, taxis, etc. If in doubt, include it. Make notes as necessary.

### **BREAKING OFF AN INTERVIEW**

#### **MID-INTERVIEW TERMINATES**

Mid-interview terminates should be scheduled as a callback on CATI.

Schedule the callback for **April 1, 1992** (you will enter "APR 1").

Mark the Call Record Sheet with the actual result of the call ("REFUS"). Note the severity (hard vs. soft) and nature of the refusal on the Call Record Sheet.

**File all mid-interview callbacks on CATI by Household ID Number!!!!**

## **MID-INTERVIEW CALLBACKS**

For legitimate mid-interview callbacks, schedule a CATI callback using the actual date and time specified by the respondent. If the respondent is vague or has no preference, schedule the CATI callback for the next day at approximately the same time.

Mark "CB" and clearly note the scheduled date and time of the callback on the Call Record Sheet.

If you call back a mid-interview callback and do not get an interview, you must reschedule this in the proper manner as a CATI callback – **DO NOT DISPOSITION A MID-INTERVIEW CALLBACK ANY OTHER WAY!** Disposition the actual result on the Call Record Sheet.

**File all mid-interview callbacks on CATI by Household ID Number!!!!**



## **THE SUMMARY SCREEN**

After you finish asking Module E, two summary screens will appear. These screens provide instructions on how to proceed. The second screen includes a display of which items, if any, you must now ask the respondent to get for you.

Note that under certain conditions the summary screen will prompt you to ask for an odometer reading for a vehicle(s) that the household no longer has (see Q A3). Therefore, it is very important to mark a vehicle as "Disposed" on page 3 of the sample when prompted by CATI.

Always take a few moments to review the summary screen at the conclusion of the interview even if you are confident that you know how to proceed. There are a couple of situations which can occur. They are described below.

## **COMPLETED INTERVIEW, ALL INFORMATION OBTAINED**

You will have obtained all of the required information in one contact for the majority of interviews that you will conduct.

At the summary screen, thank the respondent and end the interview. Be sure to circle "COMP" and record the call information on the Call Record Sheet before continuing with the next piece of sample.



Remember, the interview is not complete unless we get all of the necessary odometer readings and VINs. However, there will be occasions when you collect all the necessary information except for one or more odometer readings and/or VINs.

### **INTERVIEW CONDUCTED, CALLBACK REQUIRED**

Review the summary screen and check it against your Callback Form. Be sure that you have checked all of the boxes for vehicles for which you must ask for further information. This is very important as one condition will not generate a summary of which information to ask for.

Remember, we want to get as much information as possible while we have the respondent on the phone. At this time, ask the respondent if he or she is willing to get the information that you need.

If the respondent is willing to get the information, remind him or her about which items (odometer reading or VIN) you need for which vehicles. Record the information on page 3. If you get all of the information you need, this is now a completed interview. Proceed as described above.

If the respondent is unwilling to get the information or if you don't get all of the required information during the call, you must arrange for a callback. On the Call Record Sheet, circle the call result "7" (OTHER) and mark "PCM" (for Partial Complete) under "Notes." Clearly note the date and time of the callback on the Call Record Sheet. At this time, the CATI portion of the interview is complete.

### **CALLING BACK FOR MISSING INFORMATION**

Use the prepared script for callbacks to collect missing information. You may have to further remind the respondent of who you are and why you are calling.

Record the odometer readings and/or VINs that you obtain in the callback in the spaces provided to the right of or below the Vehicle # on page 3 of the sample.

Mark the Call Record Sheet for the call. If you have obtained all of the missing information, the interview is now complete. If information is still missing, repeat callbacks as necessary.

# **APPENDIX**

## **DATA COLLECTION MATERIALS MAILED TO RESPONDENTS**

- ✓ Letter from the Department of Energy
- ✓ Letter from Response Analysis
- ✓ Odometer Card
- ✓ VIN Card
- ✓ Instruction Page -- Odometer and VIN Cards
- ✓ Instruction Page -- Odometer Card Only

Letter from the Department of Energy (Front)



Department of Energy  
Washington, DC 20585

January 1992

Dear Resident:

The U.S. Department of Energy (DOE) needs your help. During 1991, your household furnished us with vehicle information as part of DOE's Residential Transportation Energy Consumption Survey (RTECS). We are now in the final phase of our survey, and ask for your cooperation in updating this vehicle information, so that we may conclude the survey. The DOE has contracted with Response Analysis Corporation of Princeton, New Jersey to collect this information from a scientific sample of households in the United States.

The RTECS is a voluntary survey conducted under the authority of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Your participation is very important to the success of this survey. Because this is a sample survey, your answers represent not only your household, but also thousands of other households like yours. There is no penalty for not responding, but each missing answer makes the national data on energy less accurate. For this reason, your participation in this voluntary survey is extremely important to ensure the completeness and accuracy of the final results. Your cooperation will be a service to the country.

The information you provide and your identity will be held confidential in accordance with the provisions of the Privacy Act of 1974. (See the statement on the other side of this letter for further details on the Privacy Act.) The DOE will publish the aggregated data in a series of statistical reports.

If you have any questions about the survey, please call collect to Jim Devlin, Response Analysis Corporation at (609) 921-3333.

We very much appreciate your continuing cooperation. If you wish to contact someone at the Department of Energy about the survey, please call Ron Lambrecht at (202) 586-4962.

Sincerely,

A handwritten signature in cursive script that reads "W. Calvin Kilgore".

W. Calvin Kilgore  
Director  
Office of Energy Markets and End Use  
Energy Information Administration

## Letter from the Department of Energy (Back)

### PRIVACY ACT NOTICE

The Residential Transportation Energy Consumption Survey is being conducted by the Response Analysis Corporation for the U.S. Department of Energy. It is authorized under Section 52 of the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended.

The purpose of this survey is to collect information on vehicles used by households for personal use. This information helps the Department of Energy and other Federal agencies to administer programs, monitor energy usage, and plan for our energy future.

Once the data about vehicle characteristics and odometer readings have been linked with the information describing your household and we have concluded our planned contacts with your household, all information linking the data with your name and address will be destroyed.

The Department of Energy will receive only your answers, not your name or address. Your answers will be screened to protect your identity; neither the Department of Energy, nor any other Government agency, will be able to locate your household.

Your participation in this survey is voluntary.

### PUBLIC REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 10 minutes for the telephone interview.

Send comments regarding public reporting burden or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Energy Information Administration  
Office of Statistical Standards  
EI-73, Room 201  
1707 H Street, N.W.  
Washington, DC 20585

and

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503

## Letter from Response Analysis



January 1992

Thank You!

Over the past year your household has been helpful in providing Response Analysis Corporation with vital information about your household vehicles. The 1991 Residential Transportation Energy Consumption Survey (RTECS) furnishes the Department of Energy information about the use and fuel consumption of vehicles used for personal transportation on the road today.

We need your assistance with the closing phase of the survey. During this contact, we need to update our records of your household vehicles and to collect information regarding their use during the past year. Your cooperation is especially important because your household, which cannot be replaced in the survey, represents thousands of other households that have similar vehicles.

We hope that you will assist us in this final phase by completing the enclosed cards. This will only take a few minutes. We have enclosed an instruction page that explains how to use the cards.

After you fill out the cards, ~~please keep them near your telephone.~~ We will be calling you within the next week or two to collect the information you have recorded on the cards.

I am enclosing a letter from W. Calvin Kilgore of the Energy Information Administration. Please note that all information that you provide will be kept strictly confidential. No information that can be linked to your name or address will ever be furnished to the Department of Energy or to any other government agency.

Your voluntary participation in the concluding phase of the 1991 RTECS is very important to the success of this research. Please call me collect at (609) 921-3333 if you have any questions about this survey.

Thank you again for your continued cooperation.

Sincerely,

Jim Devlin  
Survey Manager  
Response Analysis Corporation

Odometer Card (Front and Back)

1991 Residential Transportation Energy Consumption Survey  
End-of-Year Odometer Reading Card

Form Approved:  
OMB No.: 1905-0063  
Expires: 9/30/93

THIS CARD IS FOR YOUR:



U.S. DEPARTMENT OF ENERGY  
ENERGY INFORMATION ADMINISTRATION

Please put this card in your vehicle and write down the total  
mileage (odometer reading) after the last use of this vehicle

on **MONDAY, JANUARY 20, 1992** .....

\_\_\_\_\_ MILES

After you have filled out the information requested, please keep this card near your telephone. We will be calling you to  
get the information. Or, if you will be difficult to reach by phone, call collect to Jim Devlin at (609) 921-3333.

Please see the other side of this card for additional instructions.

THANKS FOR YOUR HELP!

EIA-678C



**PLEASE READ THE OTHER SIDE OF THIS CARD FIRST**

Additional instructions:

If your mileage meter (odometer) registers tenths of miles, please ignore these and record whole number of miles only.

If vehicle is not used on the day and date given on the other side of this card, please record the total mileage (odometer  
reading) as of that day.

If the mileage meter (odometer) does not work, just let us know that.

One extra Odometer Reading Card was sent to you.

If your household now owns or regularly uses any replacement or additional vehicle that we didn't send an Odometer  
Reading Card for, use the extra card for that vehicle, and fill in the TYPE, YEAR, MAKE, and MODEL NAME on the card  
label.

## VIN Card (Front and Back)

### 1991 Residential Transportation Energy Consumption Survey Vehicle Identification Number Card

Form Approved  
OMB No.: 1205-0060  
Expires: 6/30/93

THIS CARD IS FOR YOUR:

#### U.S. DEPARTMENT OF ENERGY ENERGY INFORMATION ADMINISTRATION

In order for us to estimate the fuel efficiency of this vehicle, it would be helpful to know the Vehicle Identification Number (VIN). The VIN provides information that allows researchers to estimate fuel economy for all types of cars, trucks and other vehicles. In this survey, your vehicles will represent those from thousands of other households that have similar vehicles. The VIN is a set of codes assigned to a vehicle at the factory which, when decoded, describe several of the vehicle's characteristics. These characteristics may then be used to calculate an estimated miles per gallon for that specific type of vehicle.

No information linking your name and address with the data you provide will be given to the Department of Energy, or any other government agency. Data provided to the Department of Energy will be screened to protect the identity of individual households.

PLEASE SEE THE OTHER SIDE OF THIS CARD FOR ADDITIONAL INSTRUCTIONS ON WHERE TO FIND THE VEHICLE IDENTIFICATION NUMBER.

For the vehicle described at the top of this card, please carefully record its Vehicle Identification Number below.

VIN: \_\_\_\_\_

Check here if you cannot find the Vehicle Identification Number .

After you have filled out the information requested, please return this card near your telephone. We will be calling you to get the information. If you will be difficult to reach by phone, or if you have any questions about this survey, call collect to Jim Devlin at (609) 921-3333.

EIA-87801

THANK YOU FOR YOUR HELP

=====

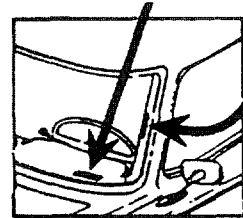
#### PLEASE READ THE OTHER SIDE OF THIS CARD FIRST ADDITIONAL INSTRUCTIONS ON WHERE TO FIND THE VEHICLE IDENTIFICATION NUMBER

The Vehicle Identification Number (VIN) is a combination of digits and letters. It is usually 17 letters and digits long. Here is an example of what the VIN may look like:

1FABP28A6FF143890

The Vehicle Identification Number may be found in a number of places:

- On the vehicle.  
Look for a small metal label that can be read while standing outside the vehicle. Look for the label on the driver's side of the dashboard, or on the window post. Sometimes it is on the driver's door.
- On the motor vehicle registration certificate.
- On an insurance card or insurance policy for the vehicle.
- On the vehicle title.
- On a State safety or emissions inspection certificate.
- On the bill of sale for the vehicle.



Caution . . . The Vehicle Identification Number is usually not found on your driver's license or on the vehicle license plates.

Once you have located the Vehicle Identification Number, copy it down on the VEHICLE IDENTIFICATION NUMBER CARD exactly as it appears on the vehicle, or on the document you are using.

For the sample VIN given above, we would write:

VIN: 1 F A B P 2 8 A 6 F F 1 4 3 8 9 0

We have sent you one VEHICLE IDENTIFICATION NUMBER CARD preprinted for each vehicle in the household — except for vehicles whose Identification Numbers you have already provided to us.

In addition, one extra VEHICLE IDENTIFICATION NUMBER CARD was sent to you. If your household now owns or regularly uses a vehicle that we did not send a VIN CARD for, please use the extra card for this vehicle, and fill in the TYPE, YEAR, MAKE and MODEL NAME on the card label.

## Instruction Page – Odometer and VIN Cards

FORM APPROVAL:  
OMB NO: 1905-0068  
EXPIRES: 9/30/93

EIA-876A(1991)

### 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

#### HOW TO USE THE ENCLOSED CARDS (Please read this before filling out any cards)

- 1 There are two different types of cards:
  - ✓ END-OF-YEAR ODOMETER CARDS  
and
  - ✓ VEHICLE IDENTIFICATION NUMBER (VIN) CARDS
  
- 2 The label in the upper-right corner of the card identifies which vehicle that the card is for. For each vehicle that you told us about, we have affixed a label stating the MAKE, MODEL, YEAR, and TYPE of the vehicle.  
  
We also sent you one ODOMETER CARD and one VEHICLE IDENTIFICATION CARD where the label was left blank. Set these two blank cards aside for now.
  
- 3 Please fill out each ODOMETER CARD that has been labeled for a specific vehicle according to the instructions on the card.
  
- 4 The blank ODOMETER CARD is for any vehicle that you may have acquired since we last contacted you. Because we are unaware of this newly acquired vehicle, we did not fill out the MAKE, MODEL, YEAR, and TYPE specifications on the label. Please provide the information indicated on the label and record the odometer reading according to the instructions on the card.
  
- 5 We have also included a blank VEHICLE IDENTIFICATION NUMBER (VIN) CARD for any vehicle that you may have acquired since we last contacted you. The VIN contains information on engine and vehicle specifications which help us to estimate the vehicle's fuel economy. Please fill out the card according to the instructions on the card.

**THANK YOU VERY MUCH!**



## Instruction Page – Odometer Card Only

FORM APPROVAL:  
OMB NO: 1905-0068  
EXPIRES: 9/30/93

EIA-876A(1991)

### 1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY

#### HOW TO USE THE END-OF-YEAR ODOMETER CARDS *(Please read this before filling out any cards)*

- 1 The label in the upper-right corner of the card identifies which vehicle that the card is for. For each vehicle that you told us about, we have affixed a label stating the MAKE, MODEL, YEAR, and TYPE of the vehicle.  
  
We also sent you one ODOMETER CARD where the label was left blank. Set the blank card aside for now.
- 2 Please fill out each ODOMETER CARD that has been labeled for a specific vehicle according to the instructions on the card.
- 3 The blank ODOMETER CARD is for any vehicle that you may have acquired since we last contacted you. Because we are unaware of this newly acquired vehicle, we did not fill out the MAKE, MODEL, YEAR, and TYPE specifications on the label. Please provide the information indicated on the label and record the odometer reading according to the instructions on the card.

**THANK YOU VERY MUCH!**

HOUSEHOLD INFORMATION IS ENTERED

START INTERVIEW AT INTRODUCTION SCREEN - DIAL PHONE NOW

'2' MOVE TO NEXT  
PIECE OF SAMPLE

START THE INTERVIEW -- '1' CONTINUE

NO ANSWER  
ANS. MACHINE  
BUSY  
LANG. BAR.  
DISCONNECT  
INITIAL REFUSAL

COMPLETED CATI INTERVIEW

MID-INTERVIEW  
CALLBACK

MID-INTERVIEW  
TERMINATE

HARD

SOFT

ALL INFORMA-  
TION  
OBTAINED

STILL NEED  
ODOMETER  
AND/OR VIN

SCHEDULE  
CALLBACK  
ON CATI  
AND ON  
SAMPLE

SCHEDULE  
CALLBACK ON  
CATI FOR  
APR 1, 1992  
AND ON  
SAMPLE MARK  
MID-INT.  
REFUSAL

MARK SAMPLE  
SHEET  
APPROPRIATELY

MARK SAMPLE  
AS  
COMPLETE

MARK SAMPLE  
FOR  
CALLBACK AND  
WHAT TO OB-  
TAIN

**1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY  
End-of-Year Telephone Call Record Sheet**

RT91-39  
121991

CALL #	CALL RECORD			CALL RESULT CODE									I'VWER INITS.	NOTES									
	DAY OF WEEK	DATE	TIME	C	A	N	S	N	C	E	U	M			B	L	I	T	E	C	D	O	R*
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											
				1	2	3	4	5	6	7	8	9											

\* **IMPORTANT REMINDER ABOUT REFUSALS:** All refusals should be specified as "HARD" or "SOFT," and the reason for the refusal (including verbatims, if necessary) should be recorded in the section labeled, "NOTES."

**BEFORE INITIATING YOUR CALL, YOU MUST ENTER THE FOLLOWING ITEMS OF INFORMATION FOUND AT THE TOP OF THE NEXT PAGE:**

- |                                    |                    |
|------------------------------------|--------------------|
| 1. Household Identification Number | 3. VIN Flag Code   |
| 2. Target Odometer Reading Date    | 4. Vehicle Numbers |

**IF ASKED ABOUT CONFIDENTIALITY, READ:**

This survey is voluntary and authorized under the Federal Energy Administration Act of 1974 (Public Law 93-275), as amended. Information about specific households will be kept strictly confidential. The data will be screened to protect the identity of individual household, and summarized within large groupings for statistical purposes.

HHID: 0505

TARGET DATE: JAN 20, 1992

VIN REFUSAL FLAG: 1

VEHICLE NUMBERS: 2, 5, 6,

VEHICLE 2           TYPE: PASSENGER CAR  
                      YEAR: 1987  
                      MAKE: TOYOTA  
                      MODEL: CELICA

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VEHICLE 5           TYPE: JEEP/UTILITY V  
                      YEAR: 1986  
                      MAKE: JEEP  
                      MODEL: RANGER

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VEHICLE 6           TYPE: PASSENGER CAR  
                      YEAR: 1979  
                      MAKE: FORD  
                      MODEL: MUSTANG

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VEHICLE             TYPE:  
                      YEAR:  
                      MAKE:  
                      MODEL:

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---

---

VEHICLE             TYPE:  
                      YEAR:  
                      MAKE:  
                      MODEL:

---

---

---

---

VEHICLE             TYPE:  
                      YEAR:  
                      MAKE:  
                      MODEL:

---

---

---

---

VEHICLE             TYPE:  
                      YEAR:  
                      MAKE:  
                      MODEL:

---

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---

---

VEHICLE             TYPE:  
                      YEAR:  
                      MAKE:  
                      MODEL:

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**1991 RESIDENTIAL TRANSPORTATION ENERGY CONSUMPTION SURVEY**  
**End-of-Year Callback Card for Odometer Readings and VINS**

**Interviewer:** Please look at your screen and **CHECK THE BOX(ES) FOR THE VEHICLE(S) FOR WHICH WE MUST CALL BACK FOR FURTHER INFORMATION.** For Vehicle #s 9-12, record the year, make, and model of the vehicle and check the Odometer and/or VIN boxes, as appropriate.

- VEHICLE 1** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 2** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 3** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 4** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 5** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 6** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 7** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
  - VEHICLE 8** Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_
- 

**VEHICLE 9:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_

VIN (Vehicle Identification Number): \_\_\_\_\_

**VEHICLE 10:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_

VIN (Vehicle Identification Number): \_\_\_\_\_

**VEHICLE 11:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_

VIN (Vehicle Identification Number): \_\_\_\_\_

**VEHICLE 12:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ Reading Date: \_\_\_\_\_

VIN (Vehicle Identification Number): \_\_\_\_\_

## 1991 RTECS END-OF-YEAR CODING INSTRUCTIONS

Coding will consist of examining responses to the "OTHER (Specify)" categories, and coding open ends for two questions in the questionnaire file 8400RTC. The interviewer notes that are included with the individual batches should be forwarded to Benny. The RTECS staff will review the notes and edit the data when the data collection and coding tasks are concluded.

All categories are single punch. See attached coding guide for CATI question numbers for "OTHER (Specify)".

If the responses given in these categories can be edited according to the guidelines given below or in the CATI coding guide attached, then do so. If not, then print lists of all others remaining.

### QUESTION BY QUESTION GUIDELINES

QUESTION NUMBER	CATI QUESTION NUMBER	MAX # CODES	IF RESPONSE IS...	CODE AS...
A10	86	10	ROTARY	9
A11	93	7		
A12	97	6		
A14	102	7		
A15	104	9	PROPANE NOT DRIVEN	6 7
A16	106	7	NOT DRIVEN	5
A17	108	8	USES REGU- LAR AND PRE- MIUM ABOUT EQUAL	6
A18	110	9	BULK SALES, HOME DELIV- ERY, HOME TANK	6
			NOT DRIVEN	7
A20	116	9	PROPANE	7
			ETHANOL BLEND	8
A21	123	7		
A23	129	8		

C4	186	10		
C4	188	10		
C4	190	10		
C4	192	10		
C12	226	10	ROTARY	9
C13	233	7		
C14	237	6		
C16	242	7		
C17	244	9	PROPANE NOT DRIVEN	6 7
C18	246	7	NOT DRIVEN	5
C19	248	8	USES REGU- LAR AND PRE- MIUM ABOUT EQUAL	6
C20	250	9	BULK SALES, HOME DELIV- ERY, HOME TANK	6
			NOT DRIVEN	7
C22	256	9	PROPANE	7
			ETHANOL BLEND	8
C23	263	7		
C25	269	8		
D2e	291	6	YES, GETS RIDE W/FRIEND OR RELATIVE	4
CATI 62	59	7		
CATI 68	70	7		
CATI 197	198	7		
CATI 220	227	7		
E2	303, 306	20		SEE CODES

## 1991 RTECS E-O-Y CATI CODING GUIDE

### \*\*\* QUESTION #'s 59, 70, 198, 227 \*\*\*

ENTER YEAR

- 1 > 1990
- 2 > 1991
- 3 > 1992
- 4 > OTHER (Specify):
- 5 > DON'T KNOW YEAR

### \*\*\* QUESTION #'s 86, 226 \*\*\*

A10. How many cylinders does the engine have?

- 3 > 3-CYLINDERS
- 4 > 4-CYLINDERS
- 5 > 5-CYLINDERS
- 6 > 6-CYLINDERS
- 8 > 8-CYLINDERS
- 11 > OTHER (Specify):
- 12 > DON'T KNOW

**Rotary = 9**

### \*\*\* QUESTION #'s 93, 233 \*\*\*

A11. Does it have front-wheel, rear-wheel, or 4-wheel drive?

(IF RESPONDENT SAYS COMBINATION THAT INCLUDES 4-WHEEL DRIVE, MARK "4-WHEEL")

- 1 > FRONT-WHEEL
- 2 > REAR-WHEEL
- 3 > 4-WHEEL
- 4 > OTHER (Specify):
- 5 > DON'T KNOW

### \*\*\* QUESTION #'s 97, 237 \*\*\*

(ENTER UNIT OF MEASURE HERE.)

- 1 > LITERS
- 2 > CUBIC INCHES
- 3 > OTHER (Specify):
- 4 > DON'T KNOW



\*\*\* QUESTION #'s 102, 242 \*\*\*

A14. Does the fuel system use a carburetor, fuel injection, or is it a diesel engine?

- 1 > CARBURETOR
- 2 > FUEL INJECTION
- 3 > DIESEL
- 4 > OTHER (Specify)
- 5 > DON'T KNOW

\*\*\* QUESTION #'s 104, 244 \*\*\*

A15. During the past year did you purchase mostly gasoline, diesel, ethanol blend, or another type of fuel for this vehicle?

(ANOTHER NAME FOR ETHANOL BLEND IS GASOHOL.)

(ANOTHER TYPE OF FUEL COULD BE COMPRESSED NATURAL GAS – CNG.)

- 1 > GASOLINE
- 2 > DIESEL
- 3 > ETHANOL BLEND
- 4 > OTHER (Specify)
- 5 > DON'T KNOW

**Propane = 6**

**Not driven = 7**

\*\*\* QUESTION #'s 106, 246 \*\*\*

IF "GASOLINE," "ETHANOL BLEND," OR "OTHER," ASK Qs A16 AND A17:

A16. During the past year, did you use mostly leaded or unleaded gasoline in this vehicle?

- 1 > LEADED
- 2 > UNLEADED
- 3 > OTHER (Specify):
- 4 > DON'T KNOW

**Not driven = 5**

\*\*\* QUESTION #'s 108, 248 \*\*\*

A17. During the past year, did you use mostly regular or premium gasoline in this vehicle -- or some grade in between regular and premium?

(AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS")

- 1 > REGULAR
- 2 > PREMIUM
- 3 > MIDGRADE
- 4 > OTHER (Specify):
- 5 > DON'T KNOW

**Regular and Premium  
about Equally = 6**

**\*\*\* QUESTION #'s 110, 250 \*\*\***

A18. When you bought fuel for this vehicle during the past year, did you generally use full-service pumps or self-service pumps for most purchases?

(RECORD MINI-SERVICE AS SELF-SERVICE)

- 1 > FULL-SERVICE
- 2 > SELF-SERVICE (Includes Mini-Service)
- 3 > BOTH EQUALLY
- 4 > OTHER (Specify):
- 5 > DON'T KNOW

**Bulk Sales,  
Home delivery/tank = 6  
Not driven = 7**

**\*\*\* QUESTION #'s 116, 256 \*\*\***

A20. What kind of fuel was purchased at that time? Diesel, unleaded regular, premium – or some grade in between regular and premium?

(RECORD LEADED REGULAR AS "OTHER." AN IN-BETWEEN GRADE MAY BE CALLED "MIDGRADE," "INTERMEDIATE," OR "PLUS.")

- 1 > UNLEADED REGULAR
- 2 > PREMIUM
- 3 > MIDGRADE
- 4 > DIESEL
- 5 > OTHER (Specify):
- 6 > DON'T KNOW

**Propane = 7**

**\*\*\* QUESTION #'s 123, 263 \*\*\***

A21. Which of the following best describes the type of driving conditions for this vehicle . . . Mostly stop and go traffic? Mostly open road driving? Or some combination of these?

- 1 > STOP AND GO
- 2 > OPEN ROAD
- 3 > COMBINATION
- 4 > OTHER (Specify):
- 5 > DON'T KNOW

**\*\*\* QUESTION #'s 129, 269 \*\*\***

IF AN "MPG" IS GIVEN FOR Q A22, ASK:

A23. Is your estimate for miles per gallon . . . From a log that you keep for fuel purchase? From an on-board computer? Is it the advertised MPG? Or is it just a rough estimate?

- 1 > LOG (RECORDS)
- 2 > ON-BOARD COMPUTER
- 3 > ADVERTISED MPG
- 4 > ROUGH ESTIMATE
- 5 > OTHER (Specify):
- 6 > DON'T KNOW

**\*\*\* QUESTION #'s 186, 188, 190, 192 \*\*\***

C4. What type of vehicle is the [Q164]##

[Q161]##

[Q162]##?

(READ CATEGORIES TO RESPONDENT, IF NECESSARY)

- 1 > PASSENGER CAR
- 2 > STATION WAGON
- 3 > LARGE VAN
- 4 > MINI VAN
- 5 > PICKUP TRUCK
- 6 > JEEP OR SIMILAR VEHICLE
- 7 > OTHER (Specify):
- 8 > DON'T KNOW

**\*\*\* QUESTION #291 \*\*\***

D2e. Any other alternate form of transportation?

- 1 > YES (Specify)
- 2 > NO
- 3 > DON'T KNOW

**Yes, rides with friend  
or relative = 4**

**\*\*\* QUESTION #'S 303, 306 \*\*\***

E2. What type of motor vehicle is it?

- 1 = Boat
- 2 = Tractor (Non-specific)
- 3 = Garden Tractor/Riding Lawn Mower
- 4 = Farm Tractor/Other Farm Equipment
- 5 = Motorcycle
- 6 = Recreational Vehicles (ATV, Snowmobiles, etc.)
- 7 = Industrial Vehicles (Special Trucks, Forklifts, etc.)
- 8 = Business Vehicles (Limousines, Taxis, etc.)
- 9 = Airplane/Other Aircraft
- 0 = Other Types of Motor Vehicles