

## Youth Tobacco Survey Policy Memorandum 2005-03

### Shipping Raw YTS Data to Research Triangle Institute

After YTS data collection has finished, States must box and ship raw data (i.e., answer and header sheet scantron forms) to Research Triangle Institute (RTI) in Durham, NC for scanning. RTI provides pre-paid FedEx shipping labels to cover all related costs. Not only can the improper shipping of data cause a delay (sometimes a significant one) in data processing but it can also lead to a delay in States receiving their final results and reports from OSH. This memorandum specifies OSH policy in regards to YTS data being boxed and shipped to RTI. Improper data shipments received by RTI will be returned to the State for correction and resubmission.

#### General:

1. Unless other arrangements have been authorized, States are to send data to RTI *only after all schools* that agreed to participate have been surveyed.
  - a. If data collection has finished at the middle school (MS) level but not the high school (HS) level (or vice-versa), then States can proceed with sending MS data.
  - b. When surveying at the regional level, States can proceed with sending data (MS, HS, or both) from a completed region even if data collection in the other regions is ongoing.

#### Data Preparation:

1. Scantron forms from each participating class are to remain in separate envelopes.
  - a. *Do not* seal individual class envelopes.
  - b. Ensure that each class envelope includes a completed header sheet.
  - c. Ensure that all forms are turned and facing in the same direction.
  - d. Ensure that no forms have been torn, crumpled, completed in pen, or contain stray pencil markings.
2. Scantron forms are the only data collection forms that should be included in class envelopes.
  - a. *Do not* include school or classroom level forms anywhere in the shipment. States are to keep these for their own records.

Boxing and Shipping:

1. Unless other arrangements have been authorized, MS and HS data are to be placed and shipped in separate boxes.
  - a. Class envelopes do not need to be placed in any particular order within the box.
2. MS/HS envelopes are to be boxed along with a hard copy of the appropriate completed MS/HS YTS tracking log and a copy of the finalized questionnaire used during data collection.
  - a. If multiple boxes are needed to ship MS/HS data a copy of the tracking log should be included in *each* one.
  - b. However, a copy of the MS/HS questionnaire only needs to be included in *one* of the MS/HS boxes.
3. States must use the FedEx labels provided by RTI.
  - a. Do not use a different courier.
  - b. Do not send data by standard USPS or other non-traceable ground delivery.
  - c. States can obtain additional FedEx labels if needed.
4. Each box *does not* need its own FedEx label.
  - a. Several boxes can be shipped on one FedEx label.
  - b. Mark boxes “1 of 4”, “2 of 4”, etc.
  - c. Write the FedEx tracking number on *each* box.
5. States are to notify OSH & RTI by email when data are shipped.
  - a. Specify the contents and amount of data shipped (For example, all MS and HS data, MS data only, 3 of 5 regions; etc).
  - b. If only a partial shipment is sent provide an estimate of when the remaining data (for example the last 2 of 5 regions) will be sent.

If you need more labels or shipping assistance, please contact Donn Smith at RTI:

Donn Smith  
RTI International  
3040 Cornwallis Road, Hill Bldg.(use when sending FedEx)  
P.O. Box 12194 (use when sending snail mail)  
Research Triangle Park, NC 27709-2194  
(919) 541-7087 (voice)  
[dgs@rti.org](mailto:dgs@rti.org)

When emailing requests, please copy Debbie Capps at [dcapps@rti.org](mailto:dcapps@rti.org).  
(919) 248-8593 (voice)