

American Time Use Survey

Coding Rules

Full Production

2004

Bureau of Labor Statistics

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These rules provide guidance on how to code the activities collected in the American Time Use Survey (ATUS).

All activities (except sleeping, grooming, smoking, and unspecified work breaks) can be coded under more than one place in the coding lexicon. When an activity has an M (for Main job) or an O (for Other job) in the work column, code it as work or work-related activities under category 05 Work and Work-related Activities. When an activity has a P (for income-generating) in the work column, code it as income-generating activities under category 05 Work and Work-related Activities. When an activity has a V (for Volunteer) in the work column, code it under category 15 Volunteer Activities. Refer to desk aids and training exercises for further guidance.

In this document, “HH” refers to “household” and “N.E.C.” refers to “not elsewhere classified.” In the figures appearing at the end of this document, “R” refers to the “respondent.”

Miscellaneous Rules

1. **Passive activities:** waiting, watching, having a care activity done to respondent by someone else

Waiting—There are “waiting” categories under most tiers in the lexicon. Where there are no waiting categories, code under associated activity. For example, “waiting for floor to dry so I can wax it” should be coded under Household Activities/Housework/Interior cleaning.

Waiting done while on the way to someplace should be coded as travel related to [purpose]. Here are some examples:

Verbatim	Where	Activity Code	Coded Activity
1 Driving to the train station	Car (driving)	170501	Travel related to work
2 Waiting in the car	Train station	170501	Travel related to work
3 Riding train to work	Train	170501	Travel related to work
4 Walking to office	Walking	170501	Travel related to work
5 Waiting in line at security	Workplace	050103	Security procedures related to work
6 Being searched at security	Workplace	050103	Security procedures related to work
7 Working	Workplace	050101	Work
1 Flying home from trip (work)	Airplane	170501	Travel related to work
2 Waiting for baggage	Airport	170501	Travel related to work
3 Driving home	Car (driving)	170501	Travel related to work
1 Riding to high school	Car (passenger)	170601	Travel related to commuting to school
2 Waiting in car (Mom takes sister into day care)	Day care center	170601	Travel related to commuting to school
3 Riding to high school	Car (passenger)	170601	Travel related to commuting to school
4 Attending class (degree)	School	060101	Taking class (degree)

(Added: Feb2004)

Watching—If the reported primary activity is watching someone else do something, code under a waiting category. For example, “watching the plumber fix the sink” should be coded under Household Services/Home Maintenance, Repair, Decoration, and Construction/Waiting associated with home maintenance, repair, decoration, and construction (090202).

Exceptions:

- Watching household or non-household adults doing something should be coded under Socializing, Relaxing, and Leisure/Relaxing and Leisure/Relaxing, thinking (120301).
- Watching a child’s event should be coded under Caring For and Helping Household Members/Caring For and Helping Household Children/Attending household children’s events (030110).
- Watching a sporting event should be coded under Sports, Exercise, and Recreation/Attending Sporting or recreational events/relevant event (1302xx).

Other passive activities—Unpaid activities involving grooming or personal care, even if the respondent did not perform the activity him/herself, should be coded as grooming or personal care, respectively. Some examples of other passive activities are:

“Mom braided my hair” = Personal Care/Grooming/Grooming, N.E.C.

“Husband gave me a massage” = Personal Care/Personal Activities/Personal Activities, N.E.C.

“Friend rubbed suntan lotion on me” = Personal Care/Grooming/Grooming, N.E.C.

- If the respondent is a child (under 18) and reports talking, playing games or sports, or doing arts and crafts with other household or non-household children, code to the activity, not as child care. **Exception:** If verbatim specifically indicates that the respondent was doing child care (i.e. “babysitting for my little sister”), code as child care.
- If the respondent is over 18 and reports doing activities with others, such as “friends,” “girlfriends,” “boyfriends,” or “co-workers,” but the WHERE code indicates the others are under 18, code to the activity, not as child care. (Added: Feb2004)

Verbatim	Who	Activity Code	Coded Activity
Played cards with my girlfriend	57	120307	Playing games
Talked to some friends	57	120101	Socializing & communicating
Played softball with co-workers	57	130127	Playing softball

- Use the following rules to code caring for and helping household and non-household members correctly:

Activity with:				Code to:
Household		Non-household		
Adults	Children	Adults	Children	
X	X	X	X	HH adults
	X	X	X	Non-HH adults
	X		X	HH children
			X	Non-HH children

- If the WHERE code for an activity does not make sense (e.g., verbatim clearly indicates travel but WHERE code is a place, or vice versa), ignore the WHERE code and code to the activity.

6. Child care: Determining when an activity should be coded as child care can be difficult. Neither the presence of a child during the respondent's activity nor a child's participation in the respondent's activity is sufficient alone to code the activity as child care:
- ❖ Watching cartoons with my child = watching television (Respondent can watch television—even cartoons!—without the child)
 - ❖ Shopping for school clothes with Susie = shopping (Respondent can shop for Susie's school clothes without the child)
 - ❖ Watching the Lion King play with my son = arts and entertainment (Respondent can go to the play without the child)
 - ❖ Playing Monopoly with wife and daughter = relaxing/playing games (Respondent can still play Monopoly with wife if child isn't playing)
 - ❖ Talking to my neighbor and her children = socializing and communicating (Respondent can talk even if children are not there)

When the respondent is directly watching or interacting with a child only, or accompanying a child to an activity that has no purpose outside the child, then code as child care:

- ❖ Playing Monopoly with my kids = child care (Respondent can't play if children are not playing)
 - ❖ Keeping an eye on my child = child care (without the child, this activity wouldn't even be mentioned)
 - ❖ Attending my son's Boy Scout function = child care (it is the child's activity; without the child, respondent has no purpose in attending function)
7. Simultaneous activities: Code the first of two or more simultaneous activities, regardless of how many are recorded on the same activity line. **Exception**: Travel should always be coded as the primary activity, even if not recorded as the first in the verbatim.

8. Holiday activities: Most holiday-related activities, if probed and collected properly, can be coded under existing categories in the lexicon.
Examples:

Verbatim	Activity Code	Coded Activity
Decorating outdoors for the holidays	020402	Exterior decoration
Attending a New Year's Eve party	120201	Attending social events
Opening Kwanza gifts	120201	Attending social events
Eating Passover dinner	110101	Eating and Drinking
Putting up the Christmas tree	020301	Interior decoration
Hanging Christmas stockings	020301	Interior decoration
Dyeing Easter eggs	120309	Arts and crafts as a hobby
Lighting Menorah candles	140102	Participation in religious practices

(Added: Feb2004)

9. Helping activities for household adults: Determining when an activity should be coded as a helping or caring activity vs. another activity can be difficult. Here are some rules to keep in mind:

If the verbatim mentions doing a **household activity** for a household adult, code as the household activity, not caring for or helping household adults. The exception to this rule is **household management activities** that were done **solely** for another adult (not the respondent or the household in general).

Examples:

Verbatim	Activity Code	Coded Activity
Mowing the lawn for my brother (HH adult)	020501	Lawn care
Cooking dinner for my wife (HH adult)	020201	Food prep
Changing the oil on my wife's car (HH adult)	020701	Vehicle maintenance
Taking care of paperwork	020902	HH & personal org & planning
Filling out insurance application for son (HH adult)	030501	Helping HH adult
Helping husband wash the car (HH adult)	020701	Vehicle maintenance
Washing my husband's car (HH adult)	020701	Vehicle maintenance
Washing the car for my husband (HH adult)	020701	Vehicle maintenance

Underlying rationale: Household activities generally benefit an entire household, not one member. Mowing the lawn (whether done as a "favor" for another household adult or not) is a contribution to the household in general. Filling out paperwork or doing other household management activities (such as packing a suitcase) specifically for someone else benefits only the person being "helped."

Also, division of household labor varies from household to household, so one respondent might report that he washed the dishes as a favor for his wife because she (who normally does the dishes) was sick in bed, while another respondent might just report that he washed the dishes. Both are kitchen clean-up for the household and should be coded as such.

If the verbatim mentions caring **for a child** for another household adult, code as child care, not caring for and helping household adults.

Examples:

Verbatim	Activity Code	Coded Activity
Bathing daughter for my wife so she could rest	030101	Child care
Picking up the kids for my HH sister	030113	Child care

Underlying rationale: The concept of what constitutes a helping activity has not been defined for respondents, so their interpretation can vary significantly. Division of household labor varies from household to household, so one respondent might report that he bathed his daughter as a favor for his wife because she (who normally does the child care) wanted to rest, while another respondent might just report that he bathed his daughter. Both are child care and should be coded as such.

If the verbatim mentions **purchasing goods or professional, personal, or household services; volunteering; or making telephone calls** for another household adult, code to the lexicon activity, not caring for and helping household adults.

Examples:

Verbatim	Activity Code	Coded Activity
Baking cookies for my adult son's church fundraiser	150201	Volunteering
Talking to the plumber for my roommate	090201	Household services
Meeting with my son's attorney	080301	Legal services
Calling my husband's boss to give him a message from my husband	160199	Telephone calls
Picking up a prescription for my wife	070104	Shopping, except groceries, food, and gas

(Added: Feb2004)

10. Helping activities for non-household adults: “Helping” activities done for non-household adults are handled differently from those for household adults during coding. Whenever the verbatim mentions doing an activity specifically for a non-household adult or helping a non-household adult, code as caring and helping non-household adults. Only do this if the respondent is doing the activity solely for the other person.

Examples:

Verbatim	Activity Code	Coded Activity
Grocery shopping for my non-HH mother	040501	Helping non-HH adults
Grocery shopping for myself and a friend	070104	Shopping
Helping a friend move to a new house	040599	Helping non-HH adults

Helping activities that involve non-household child care. All reports of child care activities involving non-household children should be coded as non-household child care, even if the respondent says the child care was a helping activity for another adult.

For example:

Verbatim	Activity Code	Coded Activity
Kept an eye on my neighbor’s daughter for her while neighbor took a break	040109	Non-HH child care

(Added: Feb2004)

11. Activities with an M or O¹ in the work column: If a respondent is clearly traveling away from home for business and all daily activities have an M or O in the work column, code the activities as if the respondent reported working while not on travel. That is, code actual working time as work, and code commuting or other travel related to working as commuting or travel related to work. Do not code daily activities, such as getting a haircut or making non-work-related phone calls (i.e., “to wife”) as work.

Out-of-town travel. Travel from out of town should have been probed for purpose (in the case below, it is related to work) during the interview and identified in coder notes as out-of-town travel related to work. The return travel from an out-of-town trip should be coded as work travel, and not necessarily coded to the next activity.

Diary example of a person who traveled on business and said that every single activity was done as part of his/her job.

Verbatim	Where	Work	Correct code	Coded Activity
Sleeping	Hotel	M	010101	Sleeping
Grooming	Hotel	M	010201	Grooming
Drinking coffee	Hotel	M	110101	Eating & drinking
Taking shuttle to conference	Bus	M	170501	Travel related to working
Working	Convention center	M	050101	Working
Taking shuttle back to hotel	Bus	M	170202	Travel related to household management
Packing	Hotel	M	020902	Personal organization & planning
Checking out of hotel	Hotel	M	070104	Consumer purchases
Taking cab to airport	Cab	M	170501	Travel related to working
Waiting in ticket check-in line	Airport	M	170501	Travel related to working
Flying home	Airplane	M	170501	Travel related to working
Driving home	Car	M	170501	Travel related to working

(Added: Feb2004)

¹ An “M” indicates activities done for one’s main job; an “O” indicates activities done for one’s other job.

01 Personal Care

Category definition: This category captures time the respondent spends in personal activities, including sleeping, grooming, self-care, and sexual activities. Respondents are not asked WHO they were with or WHERE they were, as such information is sensitive for these activities.

1. Exercising for medical conditions: If it is clear from the verbatim that physical therapy exercising is done specifically for medical reasons, code as health-related self care (010301). If the purpose is not clear, code as Sports, Exercise, and Recreation/Participating in Sports, Exercise, or Recreation/specific sport] (1301xx). For example, code weightlifting exercises as weightlifting. (Updated: Feb2004)
2. Insomnia: Code as Sleeplessness (010102). **Exception**: If the respondent mentions thinking or worrying, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Relaxing, thinking (120301).
3. Kissing hello or goodbye: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101), not as Personal Care/Personal Activities.
4. Meditating: Code as Personal Care/Health-related Self Care/Health-related self care (010301). **Exception**: If verbatim specifically mentions Meditating for religious purposes, code as Religious and Spiritual Activities/Religious and Spiritual Practices/Participation in religious practices (140102).
5. Passive activities such as “my daughter trimmed my hair,” “my wife gave me a massage,” or “a friend rubbed suntan lotion on me” should be coded as personal care activities. **Exception**: Passive activities involving “waiting” and “watching” should be coded according to who the respondent was watching or waiting for. See Miscellaneous Rules for more information.
6. Resting: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Relaxing, thinking (120301).
7. Resting because of illness or injury: Code as Personal Care/Health-Related Self Care/Self care (010301), not as sleeping or relaxing.

02 Household Activities

Category definition: This category captures the typical activities done by the respondent to maintain his or her household, including housecleaning, cooking, yard care, pet care, vehicle maintenance and repair, and home repair and renovation. Household management activities—such as paperwork, mail, and e-mail are also included in this category. Obtaining or purchasing household services (09 Household Services) are **not** included in this category.

1. Opening gifts: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101). **Exceptions**: Code opening gifts alone or opening packages as Household Activities/Household Management/Household and personal organization and planning (020902). (Updated: Feb2004)
2. Animal care: Code all pet and animal care, regardless of the WHERE code, under Household Activities/Animals and Pets/Care for animals and pets. **Exceptions**: Code pet or animal care done as a favor for a non-household adult as Animal and pet care assistance for non-household adults (040503). Code pet or animal care that is clearly part of a larger entertainment activity (e.g., “petting goats at the petting zoo”) as Socializing, Relaxing, and Leisure/Arts and Entertainment/relevant activity (1204XX).
3. Buying food for pets: Code as Consumer Purchases/Shopping (0701xx).
4. Activities related to farm animals: Code as Household Activities/Animals and Pets/Care for animals and pets (020601).
5. Grooming a pet: Code as Household Activities/Animals and Pets/Care for animals and pets (020601) if done by respondent. Code as Household Services/Pet Services/Pet services (090301) if not done by respondent or veterinarian.
6. Growing fruit, vegetables, or flowers: Code as Household Activities/Lawn, Garden, and Houseplants/Lawn, garden, and houseplant care (020501).
7. Food preparation: Code as Household Activities/Food and Drink Preparation, Presentation, and Clean-up/Food and drink preparation (020201). For example, if preparing a meal for children, code as Food Preparation. Do not code as child care. **Exception**: If it’s clear that the respondent prepared food as a favor for a non-household adult, code under Caring For and Helping Non-household Members/Helping Non-household Adults/Housework, cooking, & shopping assistance for non-household adults (040501).

8. Giving/serving children food/a meal: Code as Food presentation (020202). If the verbatim reads feeding children, then code as Caring for and Helping Household (or Non-household) Members/Caring for and Helping Household (or Non-household) Children/Physical care (030101 or 040101).
9. Household management activities: If done by respondent for self or for the household, code as Household Activities/Household Management/[relevant activity] (0209xx). If respondent mentions doing these chores for a household member, code as Caring for and Helping Household Members (03xxxx). If respondent mentions doing these chores for a non-household member, code as Caring for and Helping Non-household Members (04xxxx).
10. Cleaning the house: Code under Household Activities/Housework/Interior cleaning (020101).
11. Cleaning the kitchen: Code under Household Activities/Food and Drink Preparation, Presentation, and Clean-up/Clean-up (020203).
12. Warming up the car: Code as part of the next travel episode (traveling related to XXX), even if the respondent does other activities before the traveling episode. Example: “warming up the car” (170501), “packing lunch” (020201), “kissing husband goodbye” (120101), “driving to work” (170501), “working” (050101). **Exceptions**: If warming up the car for someone else to travel, code as Household Activities/Vehicles, N.E.C. (020799). If warming up the car is clearly not in preparation for any travel, but rather for a tune-up or to check engine oil, code as Household Activities/Vehicles/Vehicle repair and maintenance (by self) (020701).
13. Looking for misplaced items: Code as Household Activities/Household Management/Household and personal organization and planning (020902), regardless of whether the looking is related to work or home, or is done to locate an item belonging to the respondent or someone else.
14. Packing or unpacking bags or suitcases for others: Code as Caring for and Helping Household (or Non-household) Members/Caring for and helping [relevant household or non-household member]/Organization and planning for [relevant member]. If packing or unpacking for self or household in general, code as Household Activities/Household Management/Household and personal organization and planning (020902).
15. Packing/unpacking for a journey/moving: If packing for self or the household in general, code as Household Activities/Household

Management/Household and personal organization and planning (020902).

- 16. Filling out paperwork:** If respondent indicates “filling out paperwork,” whether for self, for children, or for the household, code as Household Activities/Household Management/Household & personal organization & planning (020902). If respondent specifically indicates they did or helped to do paperwork as a favor to someone else (other than a child), code as Caring for and Helping Household (or Non-household) Members. **Exception:** Finance-related paperwork (e.g., tax forms) should be coded under Household Activities/Household Management/Financial management (020901) if done for self, child, or household in general.
- 17. Checking, sending, reading, or writing e-mail:** Code as Household Activities/Household Management/HH & personal e-mail & messages (020904).
- 18. Checking phone messages:** Code as Household Activities/Household Management/HH & personal mail and messages (020903).
- 19. Using the computer:** Code the activity the respondent did as the primary activity. For example, if the respondent used the computer to search for work, code as Job Search and Interviewing (0504xx). If the computer was used to pay bills or for financial management, code as Household Activities/Household Management/Financial management (020901). If used for playing games, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Playing games (120307). If used to write letters, code as Household Activities/Household Management/HH and personal mail and messages (020903). If respondent reports computer use for leisure, or can’t/won’t specify the purpose, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Computer use for leisure (excluding games) (120308).
- 20. Respondent’s education-related activities:** Code as education (06xxxx).
- 21. Children’s education-related activities:** Code activities related to children’s education as Caring for and Helping Household (or Non-household) Members/Activities Related to Household (or Non-household) Children’s Education/[relevant activity] (0302xx or 0402xx). **Exception:** Code “filling out child’s paperwork” as Household Activities/Household Management/Household and personal organization and planning (020902).
- 22. Paying bills:** Code as Household Activities/Household Management/Financial management (020901).

- 23.** Picking up a paycheck: Code as Household Activities/Household Management/Financial Management (020901). Code picking up unspecified papers/paperwork as Household Activities/Household Management/Personal Organization and Planning (020902). ([Updated: Feb2004](#))
- 24.** Maintaining/repairing vehicles: Code as Household Activities/Vehicles/Repair and maintenance (by self) (020701) if done by respondent. Code as Household Services/Vehicle Maintenance and Repair Services/Vehicle maintenance or repair (090501) if not done by respondent.

03 Caring For and Helping Household Members

Category definition: This category captures activities the respondent did to care for or help any child or adult in the respondent's household, regardless of relationship, age, or physical or mental health status. Care for household children and adults is coded separately in sub-categories under 03. Household members are considered children if under the age of 18.

1. Talking with son/daughter/household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Talking with or listening to household children (030106).
2. Talking with a child *and* other adults: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101).
3. Talking with household child and non-household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Talking with or listening to household children (030106).
4. Doing arts and crafts, playing games, and playing sports with household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/relevant activity (0301xx). **Exception:** If the verbatim does not mention children ("playing Monopoly") but the WHO code indicates children were in the room, code as playing games under Socializing, Relaxing, and Leisure. If the verbatim mentions doing these activities with both children and adults, code under the relevant activity (hobbies, playing games, participating in sports), not as child care.
5. Giving gifts: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101). **Exception:** Giving gifts to children should be coded as Caring For and Helping Household or Non-household Members/Caring For and Helping HH or NonHH Children/Caring for and helping household or non-household children, N.E.C. (030199 or 040199).
6. Packing or unpacking bags or suitcases for other household members: Code as Caring for and Helping Household Members/Caring for and Helping [relevant member]/Organization and planning for [relevant member] (03xxxx).
7. Household management activities specifically mentioned as being done for household adults: Code as Helping Household Adults (0305XX). **Exception:** Food preparation for another household member is always coded under Household Activities/Food and Drink Preparation, Presentation, and Clean-up/Food and drink preparation (020201).

8. Household children’s education-related activities: Code activities related to children’s education as Caring for and Helping Household Members/Activities Related to Household Children’s Education/[relevant activity] (0302xx). **Exception**: Code “filling out child’s paperwork” as Household Activities/Household Management/Household and personal organization and planning (020902).
9. Filling out paperwork: If respondent indicates “filling out paperwork,” whether for self, for the household, or for a child, code as Household Activities/Household Management/Household and personal organization and planning (020902). If respondent specifically indicates she did or helped to do paperwork for another household adult, code as Helping Household Adults (030501).
10. Attending a household child’s performance or event: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Attending household children’s events (030110).
11. Watching a household child’s sporting event: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Attending household children’s events (030110).
12. Giving/serving household children food/a meal: Code as Food presentation (020202). If the verbatim reads feeding children, then code as Caring for and Helping Household Members/Caring for and Helping Household Children/Physical care (030101 or 040101).
13. Walking a household child to [someplace]: Code as Traveling/Related to Caring for and Helping Household Members/Caring for and helping household children (180301). If just strolling or taking a walk with a child, code as Caring for and Helping Household Members/Caring for and Helping Household Children/Playing sports with household children (030105).
14. Helping (or teaching) a household child do something: Code under the appropriate child care category. Any helping or teaching activity that cannot be classified under an existing category should be coded as caring for and helping household children, N.E.C. (030199). **(Added: Feb2004)**
For example:

Verbatim	Activity Code	Coded Activity
Helping my child wash his face	030101	Physical care (HH child)
Helping HH child with a craft project (not related to education)	030104	Arts & crafts with HH children
Teaching HH child to read	030102	Reading to/with HH child

04 Caring For and Helping Non-household Members

Category definition: This category captures activities the respondent did to care for or help any child or adult who is not part of the respondent's household, regardless of relationship, age, or physical or mental health status. Care for non-household children and adults is coded separately in sub-categories under 04. Non-household members are considered children if under the age of 18. This category does **not** include helping activities done for individuals by the respondent through organizations (15 Volunteer Activities).

1. Talking with a non-household child: Code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Talking with or listening to non-household children (040106).
2. Talking with a child and other adults: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101).
3. Talking with a household child and non-household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Talking with or listening to household children (030106).
4. Doing arts and crafts, playing games, and playing sports with household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/relevant activity (0301xx). *Exception*: If the verbatim does not mention children ("playing Monopoly") but the WHO code indicates children were in the room, code as playing games under Socializing, Relaxing, and Leisure. If the verbatim mentions doing these activities with both children and adults, code under the relevant activity (hobbies, playing games, participating in sports), not as child care.
5. Giving gifts: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101). *Exception*: Giving gifts to children should be coded as Caring For and Helping Household or Non-household Members/Caring For and Helping HH or Non-HH Children/Caring for and helping household or non-household children, N.E.C. (030199 or 040199).
6. Packing or unpacking bags or suitcases for non-household members: Code as Caring for and Helping Non-household Members/Caring for and Helping [relevant member]/Organization and planning for [relevant member] (04xxxx).
7. Household management activities specifically mentioned as being done for non-household adults: Code as Helping Non-Household Adults (0405XX).

8. Non-household children's education-related activities: Code activities related to non-household children's education as Caring for and Helping Non-Household Members/Activities Related to Non-household Children's Education/[relevant activity] (0402xx). **Exception**: Code "filling out non-household child's paperwork" as Household Activities/Household Management/Household and personal organization and planning (020902).
9. Filling out paperwork: If respondent indicates "filling out paperwork," whether for self, for the household, or for a child, code as Household Activities/Household Management/Household and personal organization and planning (020902). If respondent specifically indicates they did or helped to do paperwork for non-household adult, code as Helping Non-household Adults.
10. Attending a non-household child's performance or event: Code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Attending non-household children's events (040110).
11. Watching a non-household child's sporting event: Code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Attending non-household children's events (040110).
12. Giving/serving non-household children food/a meal: Code as Food presentation (020202). If the verbatim reads feeding non-household children, then code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Physical care (040101).
13. Walking a non-household child to [someplace]: Code as Traveling/Related to Caring for and Helping Non-household Members/Caring for and helping non-household children (180401). If just strolling or taking a walk with a non-household child, code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Playing sports with non-household children (040105).
14. Helping (or teaching) a non-household child do something: Code under the appropriate child care category. Any helping or teaching activity that cannot be classified under an existing category should be coded as caring for and helping non-household children, N.E.C. (030199). (Added: Feb2004)

For example:

Verbatim	Activity Code	Coded Activity
Helping non-HH child wash his face	040101	Physical care (non-HH child)
Helping non-HH child with a craft project (not related to education)	040104	Arts & crafts with non-HH children
Teaching non-HH child to read	040102	Reading to/with non-HH child

05 Work and Work-Related Activities

Category definition: This category captures time spent working, doing activities as part of one's job, engaging in income-generating activities (not as part of one's job), and looking for jobs and interviewing. The category is sub-divided to reflect these distinctions. "Working" includes hours spent doing the specific tasks required of one's main or other job, regardless of location. Work done by self-employed as well as wage and salary workers is coded here. "Work-related activities" include activities that are not obviously work but are done as part of one's job, such as having a business lunch or playing golf with clients. Activities are identified as done as part of the job by the respondent during the interview.

"Other income-generating activities" are activities often done "on the side" or under informal arrangement that are not part of the respondent's regular job. Such activities might include selling homemade crafts, babysitting, and maintaining a rental property. Respondents identify these as activities they "are paid for or will be paid for."

"Job search and interviewing" are activities undertaken to change jobs or find a job. These activities are identified by the verbatim description in the coding instrument.

General rule: For activities that are not pre-coded as work, use the information in the work column for assistance with coding. For most activities, when the respondent indicates that an activity was either done as part of one's job or for one's business (M or O), the activity should be coded as Work. **Exceptions** are socializing, relaxing, and leisure activities, eating and drinking activities, and sports, exercise, and recreational activities done as part of one's job, which should be coded as work-related activities, and sleeping, grooming, and smoking, which should be coded as what they are (never work). When the respondent indicates that an activity was done for pay (P), the activity should be coded under Work and Work-related Activities/Other Income-generating Activities/[relevant activity] (0503xx).

1. **Hobbies:** If respondent is paid or expects to be paid for hobbies (as indicated by a P in the work column), code as Work and Work-related Activities/Other Income-generating Activities (0503xx). If unpaid, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Relevant hobby (1203xx).
2. **Travel as part of job:** For taxi drivers, bus drivers, chauffeurs, traveling sales workers, and other workers for whom travel is an essential part of their job, code travel time as Work, unless travel reason is clearly not work.

3. Where individuals' occupations could be coded as others' non-work activities—such as golf pros playing golf for work and clergy being at church for work—code their activities as Work if there is an M or O in the work column.
4. Looking for a job: Code as Work and Work-Related Activities/Job Search and Interviewing/[relevant activity] (0504xx), regardless of mode (telephone, Internet, newspaper) of search.
5. Reading for work: Code as Work and Work-Related Activities/Working/Work, main job or Work, other job (050101 or 050102).
6. Using the computer: Code the activity the respondent did as the primary activity. For example, if the respondent reports using the computer to search for work, code as Job Search and Interviewing (0504xx).
7. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to work, as part of their job, or related to job search and interviewing code under Security procedures related to work/as part of job/related to job search or interviewing, as appropriate.

06 Education

Category definition: Activities under this category refer to the respondent's non-work education only. Work-related educational activities should be coded under the Work category. Activities under the Education category include taking classes as well as doing other educational activities, including research and homework, administrative tasks, and extracurricular activities except sports. Activities are coded separately by whether the course was for a degree or for personal interest. (Updated: Feb2004)

General rule: The school day for high school students is treated like the work day for respondents who report going to work: individual activities during the day should not be collected/coded. However, before- and after-school extracurricular activities will be collected and should be coded under this category.

1. Respondent's education-related activities: Code as education (06xxxx).
2. Children's education-related activities: Code activities related to children's education as Caring for and Helping Household (or Non-household) Members/Activities Related to Household (or Non-household) Children's Education/[relevant activity] (0302xx or 0402xx). **Exception:** Code "filling out child's paperwork" as Household Activities/Household Management/Household and personal organization and planning (020902).
3. Reading for school: Code as Education/Research and Homework/[Type of class] (0603xx).
4. Walking from class to class: Code as traveling related to education, N.E.C. (170699) if the walking is between two buildings or addresses. If walking takes place within a building, use data code 500107 (unable to code activity at 1st tier), as interviewers should not record this type of travel. (Updated: Feb2004)
5. Attending own graduation ceremony: Code as Education/Education, N.E.C. (069999)
6. Attending academic or honor society meetings: Code as Education/Extracurricular School Activities (Except Sports)/Extracurricular club activities (060201).
7. Taking sports or marital arts lessons: Code under Sports, Exercise, and Recreation/Participating in Sports, Exercise, or Recreation/[specific sport] (1301xx).

8. Before- and after-school extracurricular activities: Code as Education/Extracurricular School Activities (Except Sports)/[relevant activity] (0602xx).
9. Attending Sunday school or Bible study: Code as Education/Taking class/Taking class for personal interest (060102). ([Added: Feb2004](#))
10. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to taking classes, code as Education/Taking Classes/Security procedures related to taking classes (060104).

07 Consumer Purchases

Category definition: This category captures nearly all purchases and rentals of consumer goods, regardless of mode or place of purchase or rental (in person, via telephone, over the Internet, at home, or in a store). Subcategories are provided for gasoline, grocery, and other food purchases. Home or apartment purchases or rentals (08 Professional and Personal Care Services) are **not** included here, nor are purchases of services (08 Professional and Personal Care Services, 09 Household Services).

1. Paying for things: If respondent paid for a specific item or consumer good when receiving it, code as Consumer Purchases/Shopping/[relevant activity] (0701xx). If they report paying bills, code as Household Activities/Household Management/Financial management (020901).
2. Buying food for pets: Code as Consumer Purchases/Shopping (0701xx).
3. Shopping over the telephone or the Internet: Code as Consumer Purchases/Shopping/[relevant activity] (0701xx).
4. Purchasing/paying for meals, snacks, drinks (not groceries): Code as Consumer Purchases/Shopping/Purchasing food (not groceries) (070103).
6. Talking with waiters and waitresses or restaurant cashiers: Code as Consumer Purchases/Shopping/Purchasing food (not groceries) (070103). (Added: Feb2004)
7. Waiting in line to buy movie tickets: Code as Consumer Purchases/Shopping/Waiting associated with shopping (070105). (Added: Feb2004)
8. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to making consumer purchases, code as Security Procedures Related to Consumer Purchases.

08 Professional and Personal Care Services

Category definition: Activities coded here refer to the respondent's time spent obtaining, receiving, and/or purchasing professional and personal care services provided by someone else. Professional services include child care, financial, legal, medical and other adult care, real estate, and veterinary. Personal care service activities include massages, haircuts, manicures, tanning at salons.

1. Talking to/meeting with providers of professional or personal care services: Code as Professional and Personal Care Services under the relevant service (08xxxx). **Exception:** If talking on the telephone is specified, then code as Telephone Calls (1601xx).
2. Having a massage: Code as Professional and Personal Care Services/Personal Care Services/Using personal care services (080501). **Exceptions:** If respondent specifically mentions that the massage is for medical purposes (such as for physical therapy), code as medical services (0804xx). If respondent mentions that a family member or friend gave the massage (clearly not an activity respondent paid for), code as Personal Care/Personal Activities/Personal activities, N.E.C.
3. Having a pet groomed: Code as Household Services/Pet Services/Pet services (090301), even if grooming is done at a veterinary clinic or a pet hospital.
4. Driving around to look at houses to buy: Code as travel related to using real estate services (170806). (Added: Feb2004)
5. Security procedures: If respondent reports undergoing security procedures (such as "passing through the metal detector," "being searched at security checkpoint," "opening bags for security search") related to obtaining or paying for professional or personal care services, code as Security Procedures Related to Professional and Personal Care Services.

09 Household Services

Category definition: Activities coded here refer to the respondent's time spent obtaining and purchasing household services provided by someone else. Household services include yard and house cleaning, cooking, pet care, tailoring and laundering services, and vehicle and home repairs, maintenance, and construction. Watching someone else perform paid household activities (cooking, cleaning, repairing, etc.) should be coded here, provided "watching" was the respondent's primary activity.

1. Having a pet groomed: Code as Household Services/Pet Services/Pet services (090301), even if grooming is done at a veterinary clinic or a pet hospital.
2. Talking to/with service providers: Code as Household Services under the relevant service (09xxxx). **Exception:** If talking on the telephone is specified, then code as Telephone Calls (1601xx).

10 Government Services and Civic Obligations

Category definition: This category captures time spent using government services (police, fire, social services), purchasing government-required licenses or paying fines or fees, fulfilling government-required duties (jury duty, parole meetings, court appearances), and participating in activities that assist or impact government processes (voting, town hall meetings).

1. Court-related activities: Code all as Government Services and Civic Obligations/Civic Obligations and Participation/Civic obligations and participation (100201), including making an appearance in court with an attorney.
2. Paying for licenses, fees, fines, taxes, permits: Code all under this category. Exception: Code any fees and parking permits related to education under Education/Registration and Administrative Activities/[relevant activity] (0604XX).
3. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to government services and civic obligations, code as Security Procedures Related to Government Services and Civic Obligations (1004xx).

11 Eating and Drinking

Category definition: This category captures all eating and drinking not done as work or a volunteer activity, whether the respondent was alone, with others, at home, at a place of purchase, in transit, or somewhere else. Purchasing and talking related to purchasing meals, snacks, and beverages are **not** coded here (07 Consumer Purchases).

General rule: Most eating and drinking is pre-coded during the interview. However, if the pre-code is not used, all eating and drinking activities should be coded here. **Exception:** If an eating and drinking activity has an M or O in the work column, indicating it was done as part of one's job, code as Work and Work-related Activities/Work-related Activities/Eating and drinking as part of job (050202). **Exception:** If purchasing food or drink, or talking related to purchasing or picking up food or drink, code as Consumer Purchases/Shopping/Purchasing food (not groceries) (070103).

1. Talking with waiters and waitresses or restaurant cashiers: Code as Consumer Purchases/Shopping/Purchasing food (not groceries) (070103). (Updated: Feb2004)
2. Talking with people who are present at a restaurant meal: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101).
3. Waiting for food to be delivered at home: Code as Eating and Drinking/Eating and drinking/Waiting associated with eating and drinking (110201). (Updated: Feb2004)
4. Waiting for a table in a restaurant: Code as Eating and Drinking/Eating and drinking/Waiting associated with eating and drinking (110201). (Updated: Feb2004)
5. Taking a lunch break during the work day: Code as Eating and Drinking/Eating and Drinking/Eating and drinking (110101).

12 Socializing, Relaxing, and Leisure

Category definition: This category captures social activities such as communicating with others and attending parties and meetings; and leisure activities such as relaxing, playing (passive) games (unless playing with children only), watching television, playing or listening to music, reading, writing, and all hobbies. Arts, cultural, and entertainment activities are also coded here, and include attending events or shows related to nature (zoo, arboretum), the arts (galleries, poetry readings), amusement (amusement parks, circus, sightseeing), and performance (plays, ballet). All activities that fall under this category are those done for personal interest or leisure.

1. Face-to-face talking with family, friends, neighbors, or acquaintances: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101).
2. Talking exclusively to non-household child/children: Code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Talking with or listening to non-household children (040106).
3. Talking with household child and non-household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Talking with or listening to household children (030106).
4. Kissing hello or goodbye: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101), not as Personal Care/Personal Activities.
5. Talking with son/daughter/household child: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Talking with or listening to household children (030106). Do not code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (unless talking to child and other adults).
6. Talking with waiters and waitresses or restaurant cashiers: Code as Consumer Purchases/Shopping/Purchasing food (not groceries) (070103). (Updated: Feb2004)
7. Talking with people who are present at a restaurant meal: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101).
8. Talking to/meeting with providers of professional or personal care services: Code as Professional and Personal Care Services under the

- relevant service (08xxxx). **Exception:** If talking on the telephone is specified, then code as Telephone Calls (1601xx).
9. Accompanying someone while they run errands: Code under Socializing, Relaxing, and Communicating/Socializing and Communicating/Socializing and communicating with others (120101), unless the respondent is also doing the errand, in which case code to the respondent's errand activity.
 10. Giving gifts: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101). **Exception:** Giving gifts to children should be coded as Caring For and Helping Household or Non-household Members/Caring For and Helping HH or Non-HH Children/Caring for and helping household or non-household children, N.E.C. (030199 or 040199).
 11. Opening gifts: Code as Socializing, Relaxing, and Leisure/Socializing and Communicating/Socializing and communicating with others (120101). **Exceptions:** Code opening gifts alone or opening packages as Household Activities/Household Management/Household and personal organization and planning (020902). (Updated: Feb2004)
 12. Attending meetings (respondent's own): Code as Socializing, Relaxing, and Leisure/Attending or Hosting Social Events/Attending meetings for personal interest (not volunteering) (120202). **Exceptions:** Attending meetings that are part of the respondent's extracurricular school activities should be coded under education.
 13. Insomnia: Code as Sleeplessness (010102). **Exception:** If the respondent mentions thinking or worrying, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Relaxing, thinking (120301).
 14. Resting because of illness or injury: Code as Personal Care/Health-Related Self Care/Self Care (010301), not as sleeping or relaxing.
 15. Singing: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Listening to or playing music (120306). This includes "singing karaoke," "singing Christmas carols," and similar activities. (Added: Feb2004)
 16. Reading for school: Code as Education/Research and Homework/[Type of class] (0603xx).
 17. Reading for work: Code as Work and Work-Related Activities/Working/Work, main or Work, other job (050101 or 050102).

18. Reading the Bible: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Reading for personal interest (120312). **Exception**: If “for class for degree” OR “for class for personal interest” is in the verbatim, code as Education/Taking Class/Taking class for degree (060101) or Education/Taking Class/Taking class for personal interest (060102).
19. Attending weddings: Code as Religious and Spiritual Activities/Religious or Spiritual Practices/Attending religious services (140101).
20. Attending receptions (including wedding receptions): Code as Socializing, Relaxing, and Leisure/Attending or Hosting Social Events/Attending or hosting parties and receptions (120201).
21. Attending a household child’s performance or event: Code as Caring for and Helping Household Members/Caring for and Helping Household Children/Attending household children’s events (030110).
22. Attending a non-household child’s performance or event: Code as Caring for and Helping Non-household Members/Caring for and Helping Non-household Children/Attending non-household children’s events (040110).
23. Watching video/DVD movies at home or another’s home: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Television and movies (120303).
24. Watching movies at a theatre: Code as Socializing, Relaxing, and Leisure/Arts and Entertainment/Movies and film (120403).
25. Watching sports on TV: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Television and movies (120303).
26. Borrowing movies from the library or looking for movies at the library: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Television and movies (120303). (Added: Feb2004)
27. Listening to the stereo: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Listening to/playing music (not radio) (120306).
28. Listening to music: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Listening to/playing music (not radio) (120306). **Exception**: If “radio” is mentioned, code as Listening to the radio (120305). (Added: Feb2004)
29. Chatting on the Internet: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Computer use for leisure (120308). (Added: Feb2004)

30. Videotaping: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Arts and crafts as a hobby (120309). (Added: Feb2004)
31. Listening to books on tape: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Reading for personal interest (120312). (Added: Feb2004)
32. Unpaid performance arts activities: If done by respondent, code as Volunteer Activities/Participating in Performance and Cultural Activities/Performing (150401).
33. Playing games on the computer (including Internet games): Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Playing games (120307).
34. Using the computer: Code the activity the respondent did as the primary activity. For example, if the respondent used the computer to search for work, code as Job Search and Interviewing (0504xx). If the computer was used to pay bills or for financial management, then code as Household Activities/Household Management/Financial management (020901). If used for playing games, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Playing games (120307). If respondent reports computer use for leisure, or can't/won't specify the purpose, code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Computer use for leisure (exc. games) (120308).
35. Hobbies: If the respondent is paid or expects to be paid for hobbies, code as Work and Work-related Activities/Other Income-generating Activities (0503xx). If unpaid, code the relevant hobby as Socializing, Relaxing, and Leisure/Relaxing and Leisure/[Relevant hobby category] (1203xx).
36. Security procedures: If the respondent reports undergoing security procedures (such as "passing through the metal detector," "being searched at security checkpoint," "opening bags for security search") related to arts and entertainment activities, code as Security procedures related to arts and entertainment.

13 Sports, Exercise, and Recreation

Category definition: This category captures the respondent's participation in sports, exercise, and recreational activities. (Recreational activities include those that are generally non-competitive in nature, such as pleasure boating, throwing a Frisbee, kite flying, or ballooning, and active, participatory outdoor games or activities, such as horseshoes, croquet, and paintball.) The category also captures the respondent's attendance at or observation of these activities or events when done by others. Watching sports, exercise, or recreational activities on television or video (12 Socializing, Relaxing, and Leisure) is **not** included in this category.

1. Watching a child's sporting event: Code as Caring for and Helping Household (Non-household Members/Caring for and Helping Household (Non-household) Children/Attending household (non-household) children's events (030110 or 040110).
2. Watching sports on TV: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Television and movies (120303).
3. Exercising for medical conditions: If it is clear from the verbatim that physical therapy exercising is done specifically for medical reasons, code as health-related self care (010301). If the purpose is not clear, code as Sports, Exercise, and Recreation/Participating in Sports, Exercise, or Recreation/[specific sport] (1301xx). For example, code weightlifting exercises as weightlifting. (Updated: Feb2004)
4. Taking sports or martial arts lessons: Code under Sports, Exercise, and Recreation/Participating in Sports, Exercise, or Recreation/[specific sport] (1301xx).
5. Camping activities: Code activities clearly associated with camping (digging a latrine, starting a campfire, setting up a tent) as Sports, Exercise, and Recreation/Participating in Sports, Exercise, and Recreation/Playing sports, N.E.C. (130199). **Exception:** Camping as an activity should be coded Data Codes/Unable to Code/Insufficient detail in verbatim (500101). (Reports of camping should be broken out by activity during the interview.)
6. Security procedures: If respondent reports undergoing security procedures (such as "passing through the metal detector," "being searched at security checkpoint," "opening bags for security search") related to attending or participating in sporting or recreational activities, code as Security Procedures Related to Sports, Exercise, and Recreation.

14 Religious and Spiritual Activities

Category definition: This category captures formal religious activities normally associated with membership in or identification with specific religions or denominations. Such activities include attending regular and special religious services and participating in other religion-related activities, such as church choirs, youth groups, orchestras, bible studies, or unpaid teaching (unless identified as volunteer activities). This category also includes personal religious practices, such as praying, and personal spiritual practices not necessarily affiliated with formal religion. Reading the Bible or other holy text or scripture (12 Socializing, Relaxing, and Leisure) is **not** included here.

1. Attending wakes, funerals, and memorial services: Code as Religious and Spiritual Activities/Religious or Spiritual Practices/Attending religious services (140101).
2. Attending weddings: Code as Religious and Spiritual Activities/Religious or Spiritual Practices/Attending religious services (140101).
3. Attending receptions (including wedding receptions): Code as Socializing, Relaxing, and Leisure/Attending or Hosting Social Events/Attending or hosting parties and receptions (120201).
4. Meditating: Code as Personal Care/Health-related Self Care/Health-related self care (010301). **Exception**: If verbatim specifically mentions Meditating for religious purposes, code as Religious and Spiritual Activities/Religious and Spiritual Practices/Participation in religious practices (140102).
5. Reading the Bible: Code as Socializing, Relaxing, and Leisure/Relaxing and Leisure/Reading for personal interest (120312). **Exception**: If “for class for degree” OR “for class for personal interest” is in the verbatim, code as Education/Taking Class/Taking class for degree (060101) or Education/Taking Class/Taking class for personal interest (060102).
6. Attending Sunday school or Bible study: Code as Education/Taking Class/Taking class for personal interest (060102). (Added: Feb2004)
7. Conducting religious rites in the home: Code as Participation in religious practices (140102). (Added: Feb2004)
8. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to attending or

participating in religious or spiritual practices, code as Security procedures related to religious and spiritual activities.

15 Volunteer Activities

Category definition: This category captures volunteer (unpaid) activities done by the respondent for individuals or institutions through formal organizations.

General rule: Code all activities that have a V in the work column under Volunteer Activities. **Exceptions:** Sleeping, grooming, and smoking are never coded as volunteer activities, even if a V appears in the work column. These activities are always coded as what they are: sleeping, grooming, and smoking.

1. Unpaid performance arts activities: If done by respondent, code as Volunteer Activities/Participating in Performance and Cultural Activities/Performing (150401).
2. Eating and drinking related to volunteering: Code as Volunteer Activities/Volunteer Activities N.E.C./Volunteer activities, N.E.C. (159999).
3. Socializing related to volunteering: Code as Volunteer Activities/Volunteer Activities N.E.C./Volunteer activities, N.E.C. (159999).
4. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to volunteering, code as Security procedures related to volunteer activities.

16 Telephone Calls

Category definition: All telephone communication is captured here, with the exception of purchases of consumer goods (07 Consumer Purchases) and job search- or work-related phone calls (05 Work and Work-related Activities). Checking voicemail for messages (02 Household Activities) is **not** included here.

General rule: All talking on the telephone is coded here. **Exceptions:** If there is an M or an O in the work column, code as Work and Work-related Activities/Working/Work, main job or Work, other job (050101 or 050102). If there is a V in the work column, or (volunteering) in the verbatim, code as Volunteer Activities/Administrative and Support Activities/Telephone calls (150104). If respondent reports interviewing or talking on the phone with prospective employers, code as Work and Work-related Activities/Job Search and Interviewing/[relevant activity] (0504XX).

1. If the respondent reports talking to someone and does not specify “telephone,” but the WHO code = 0, assign a data code Insufficient detail in verbatim (500101). (Updated: Feb2004)

17 Traveling

Category definition: All traveling is coded here, regardless of mode or purpose. Walking is considered traveling when used to get from one destination (address or building) to another, but not when the primary purpose is exercise.

General rule: To code all travel except homebound trips, look ahead to the next activity/destination before coding a travel episode. To code the homebound travel episode, look backwards to the previous activity.

General rule: Travel is always the primary activity if reported as a simultaneous activity, even if travel is not recorded first.

1. Single destination trips:

- Direct trips to/from a destination: Code as Traveling/Related to [relevant destination/activity]. For example, code traveling to and from work as Traveling/Related to Work/Commuting to or from work (170501).
- Multi-leg trips: Code all legs associated with one destination according to the trip destination. For example, driving to the train station, waiting for the train, taking the train to work, and walking from the train station to work should all be coded as Traveling/Related to Work/Commuting to or from work (170501). This rule is applied to all multi-leg trips, not just commuting. For example, riding to the neighbor's house, picking up car, and driving to the grocery store should all be coded as Traveling/Travel Related to Consumer Purchases/Traveling to/from the grocery store (170701).

2. Multiple destination trips: Code each travel episode of a multiple-destination trip according to each destination. For example, code driving from home to work as traveling related to work (commuting), from work to the bank as traveling related to financial services and banking, from the bank to the grocery store as traveling related to consumer purchases, and from the grocery store to home as traveling related to consumer purchases.

3. Trips home: Code according to the last stop. For example, if someone had been at work for 8 hours, then drove from work to the bank and stopped for 5 minutes and then drove home, code driving from the bank to home as Traveling/Related to Professional and Personal Care Services/Financial services and banking (170802). **Exception:** Code traveling home in the middle of a work or school day to the activity done at home, not to work or school. For example, if the respondent works, then goes home for lunch, then returns to work, code the trip home as travel

- related to eating and drinking (110101), and code the return to work as travel related to working (170501). [Updated: Feb2004](#)
4. Waiting for the bus/train: Code any waiting related to travel as part of the travel episode. For example, code waiting for the bus (to commute to work) as Traveling/Related to Work/Commuting to or from work (170501).
 5. Walking someplace: Code as Traveling/Related to [relevant activity/[Relevant activity] (17xxxx). Walking qualifies as traveling. [Exceptions](#): Walking for exercise should be coded as sports and exercise. Walking the dog should be coded as pet care under household activities. Walking a child to [the child's event] should be coded as traveling related to child care. Walking around as part of another activity (touring a museum, walking through a zoo, attending a guided nature walk, etc.) should be coded as part of the main activity.
 6. Travel as part of job: For taxi drivers, bus drivers, chauffeurs, traveling sales workers, and other workers for whom travel is an essential part of their job, code travel time as Work and Work-Related Activities/Working/Work, main job or Work, other job (050101 or 050102) unless travel reason is clearly not work. [Exception](#): The first and last travel episodes for people who drive for a living should be coded under Traveling/Travel Related to Work/Commuting to/from work (170501).
 7. Using a taxi: Code as Traveling/Related to [activity] (17xxxx), rather than as Consumer Purchases.
 8. Warming up the car: Code as part of the next travel episode (traveling related to XXX), even if the respondent does other activities before the traveling episode. Example: "warming up the car" (170501), "packing lunch" (020201), "kissing husband goodbye" (120101), "driving to work" (170501), "working" (050101). [Exceptions](#): If warming up the car for someone else to travel, code as Household Activities/Vehicles, N.E.C. (020799). If warming up the car is clearly not in preparation for any travel, but rather for a tune-up or to check engine oil, code as Household Activities/Vehicles/Vehicle repair and maintenance (by self) (020701).
 9. Travel with no destination: If the respondent reports driving, but changes his mind and returns home before reaching a destination, code as Traveling, N.E.C. (179999).
 10. Airport, train station, or bus depot travel activities: Code activities associated with travel (such as "checking in at the reservation counter" or "picking up baggage") as Traveling, N.E.C. (179999).

11. Security procedures: If respondent reports undergoing security procedures (such as “passing through the metal detector,” “being searched at security checkpoint,” “opening bags for security search”) related to traveling, code as Security Procedures Related to Traveling.

50 Data Codes

Category definition: Data codes are used when other codes, including 99 (N.E.C.) codes are not applicable, when an interviewer has made an error, or when an activity is not codeable. They include codes that may be assigned when the respondent can't remember or refuses to describe an activity, or when the interviewer has recorded insufficient or incorrect information.

General rule: Use data codes when other lexicon codes, including 99 (N.E.C.) codes, are not applicable or when an activity is not codeable. For example, if the respondent reports "I can't remember what I did for this time," do not try to code to the previous or following activity. Code as Data Codes/Unable to code/Gap/can't remember (500106).

Data code definitions:

500101 Insufficient detail in verbatim

Verbatim lacks sufficient information about an activity. This could be because the interviewer did not probe an activity on the probe list or an obviously vague activity description like "dithering around." This code should also be used when the verbatim describes another person's activities (not the respondent's) (e.g. "sister came over"). (Updated: Feb2004)

500102 Recorded activity using incorrect words

This data code will no longer be used as of January 2004. (Updated: Feb2004)

500103 Missing travel or destination

An activity or travel episode is obviously missing. This usually occurs when an interviewer records travel to and from a location with no intervening activity (e.g. "driving to the store," then "driving home"). It may also occur when an interviewer records consecutive activities with different WHERE codes (e.g. "bought groceries" at grocery store, then "fixed dinner" at home) with no intervening travel episode. When assigning this data code for travel to/from somewhere with a missing activity, assign the "missing activity" data code to BOTH travel episodes. **Exception:** Sometimes WHERE codes may change while the actual location of two consecutive activities remains the same, so an intervening travel episode is not necessary. For example, if "working in the school office" has a workplace WHERE code, but the next activity "taking class (degree)" has a school WHERE code, check coder notes to see if both activities took place at the same address or building before assigning a data code.

500104 Recorded simultaneous activities incorrectly

A slash mark is not used to separate simultaneous activities, or a slash mark is used incorrectly to indicate additional detail instead of a secondary activity.

500105 Respondent refused to provide information/"none of your business"

500106 Gap/can't remember

500107 Unable to code activity at 1st tier

An activity clearly does not fall into any major tier category. "Cleaned airport hangar" is an example of such an activity. This code should also be used when travel within a house, yard, or building (such as "walked downstairs to basement") has been recorded. (Updated: Feb2004)

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Activity	1st Tier Code	Page
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***FULL PRODUCTION
2004***

ATUS CODING DESK AIDS

FIGURE 1.

CHILD CARE ACTIVITIES

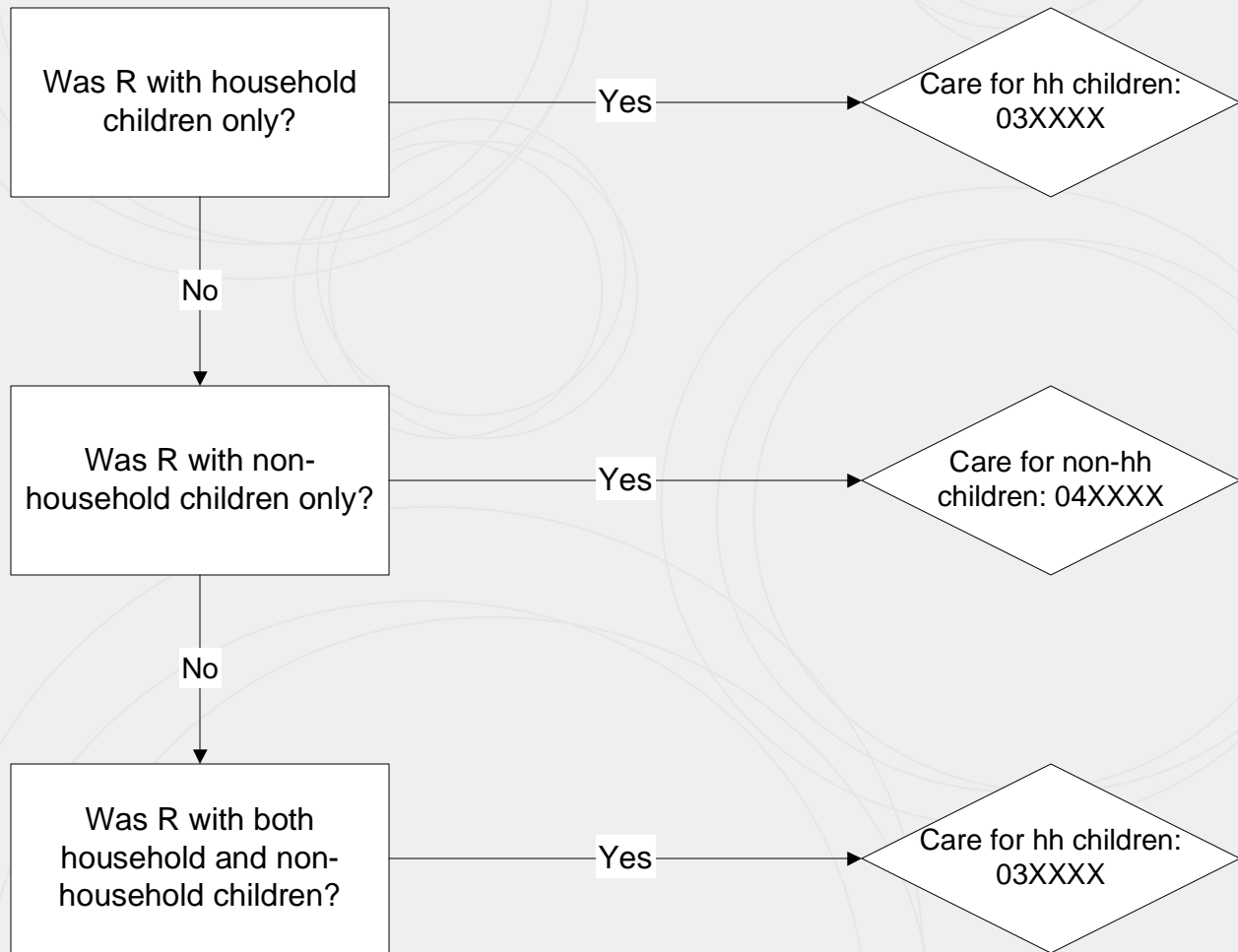


FIGURE 2.

COMPUTER USE

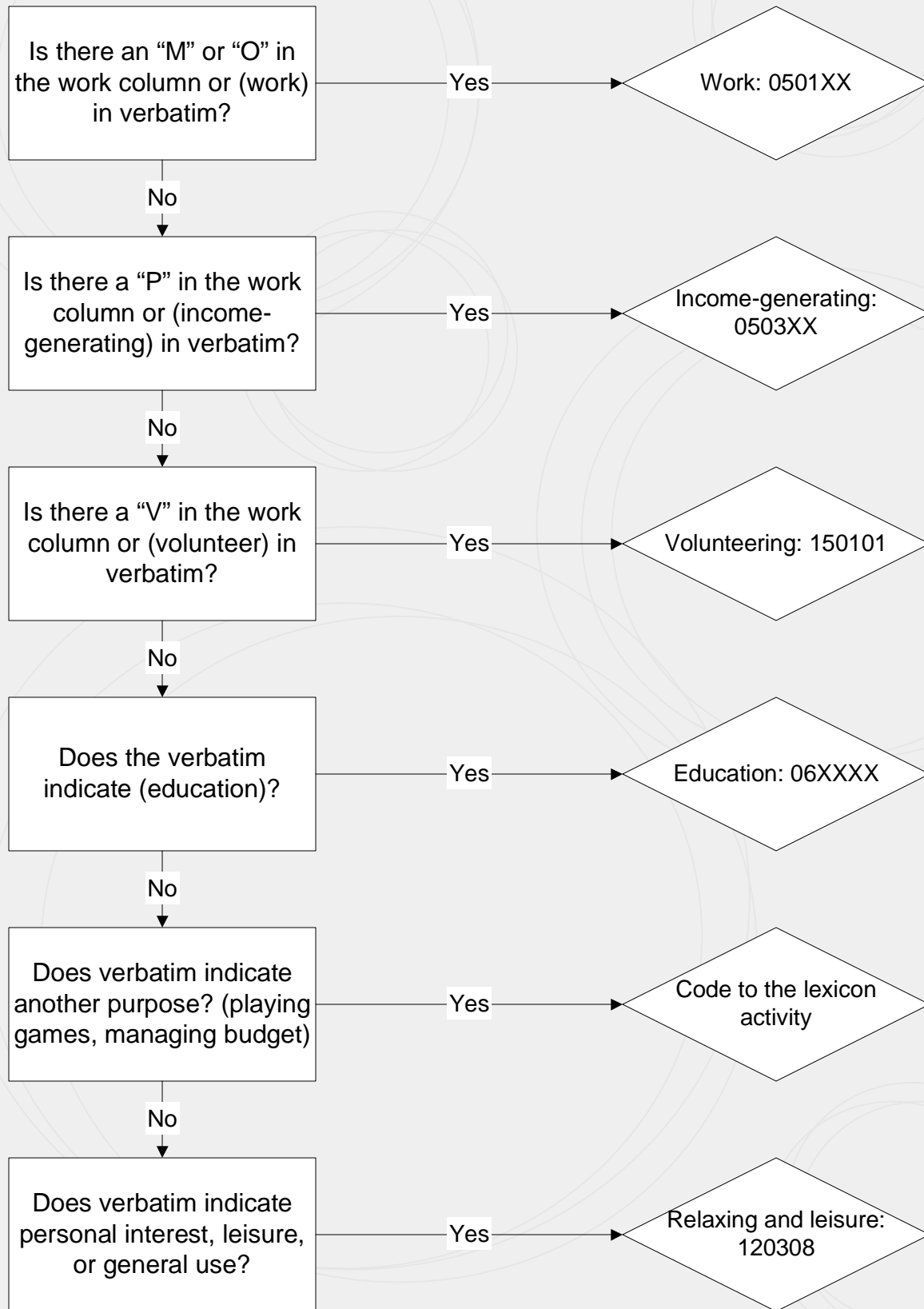


FIGURE 3.

DROPPING OFF/PICKING UP

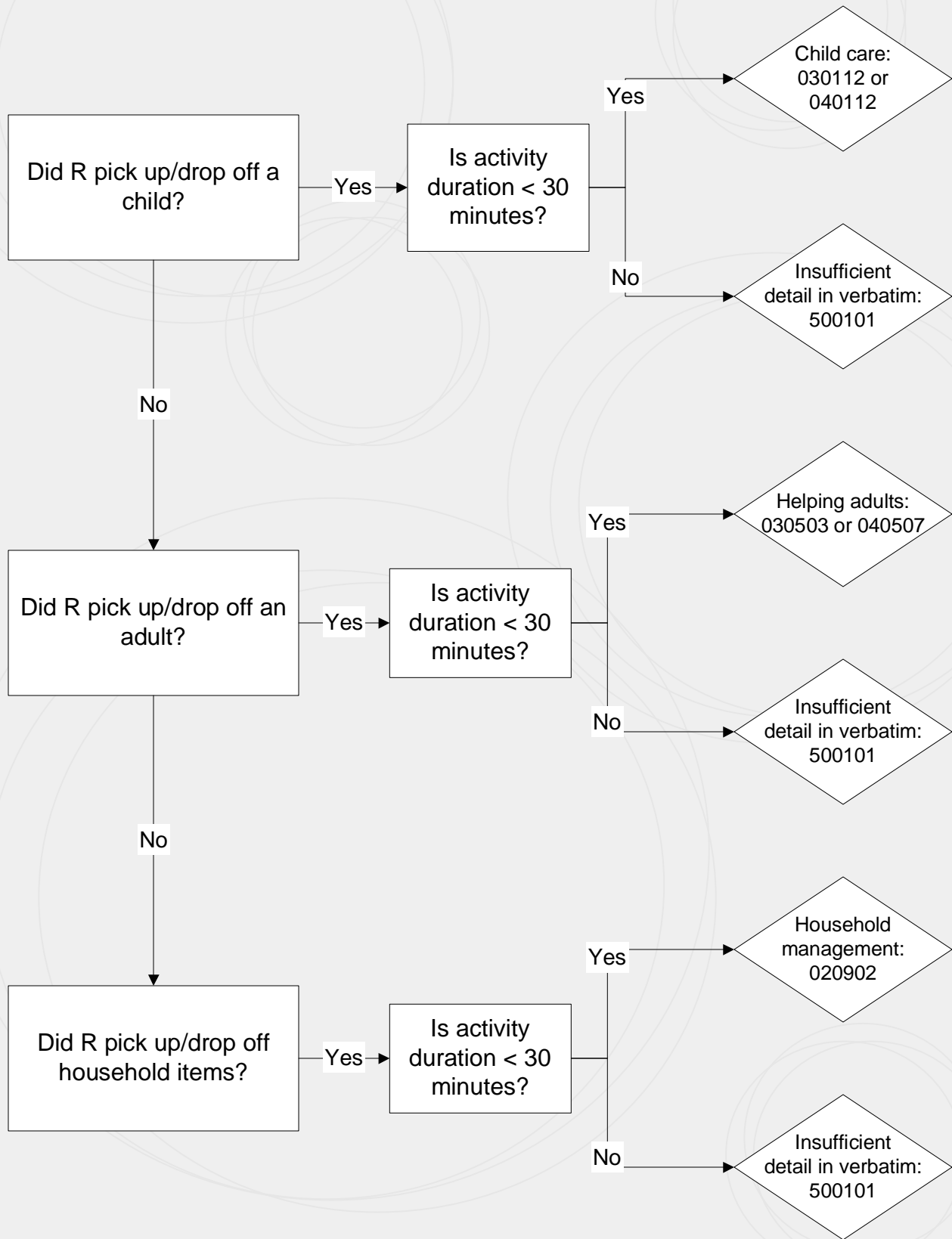


FIGURE 4.

GETTING READY

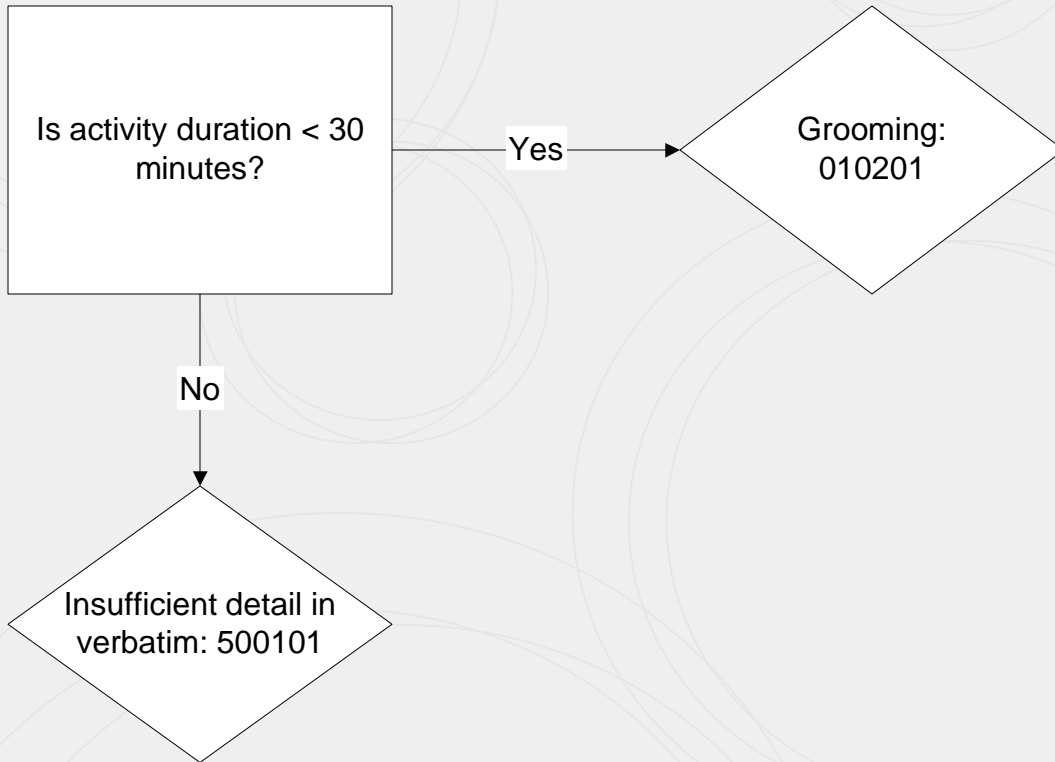


FIGURE 5.

PAPERWORK

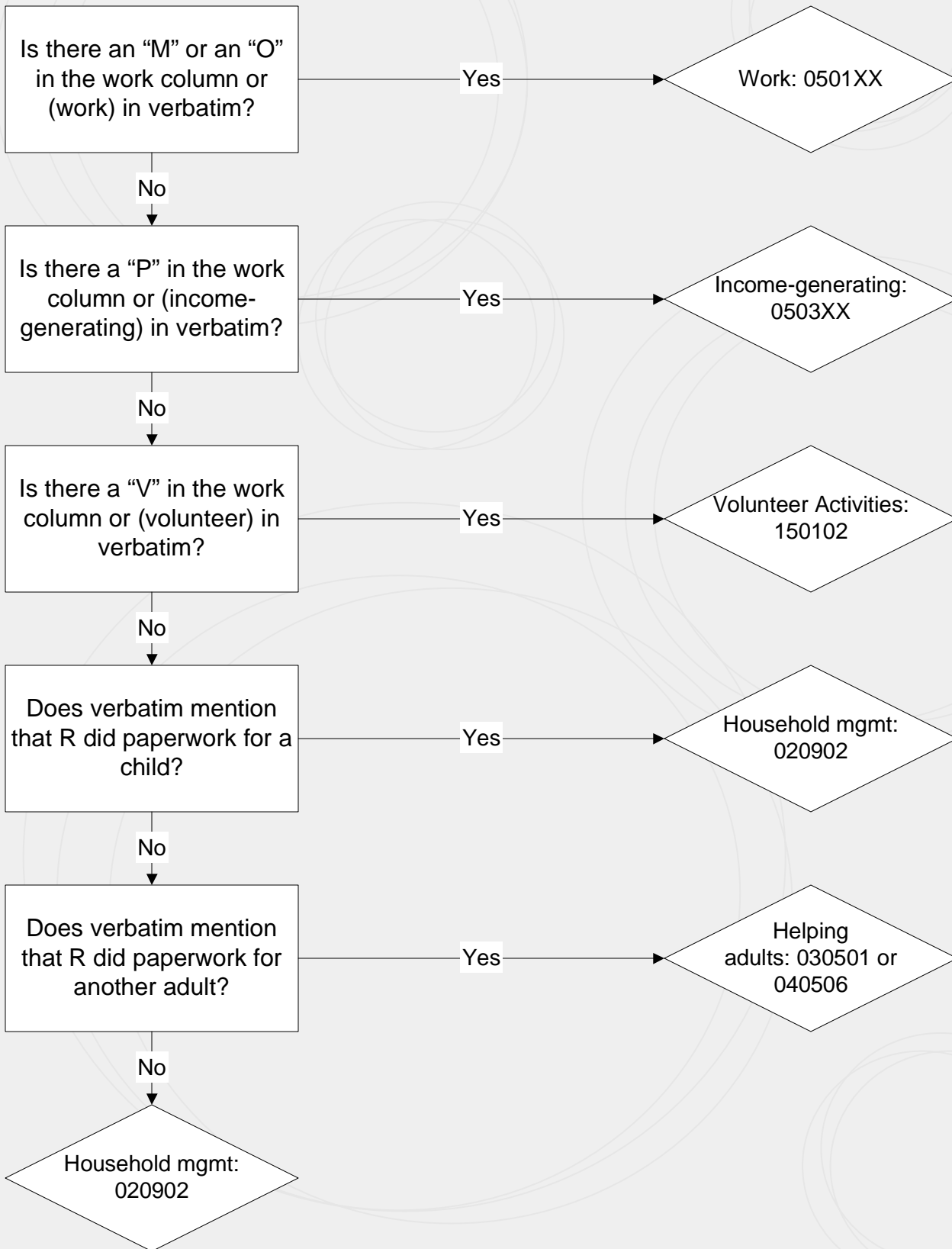


FIGURE 6.

PAYING FOR GOODS AND SERVICES

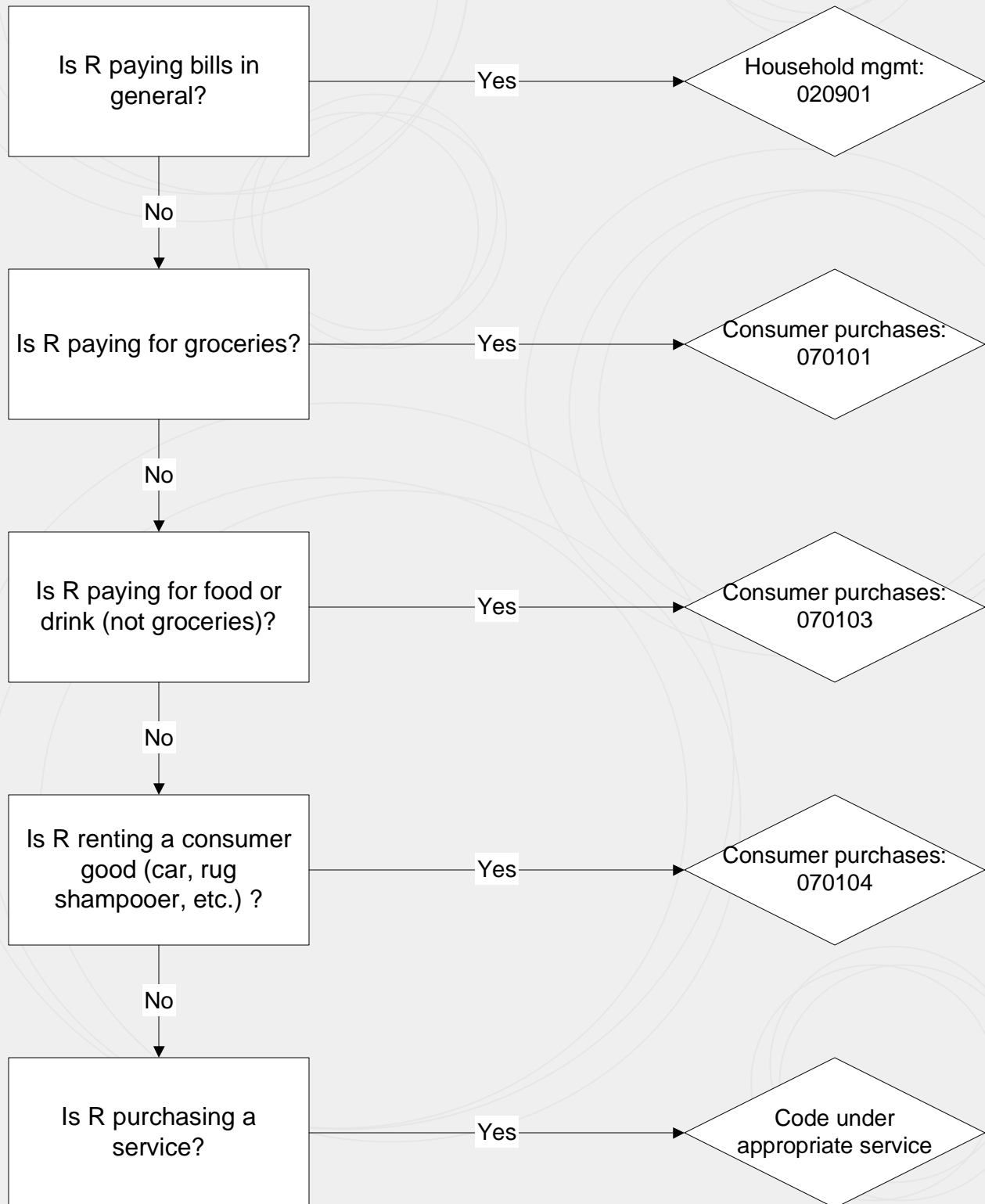


FIGURE 7.

PREPARING FOOD

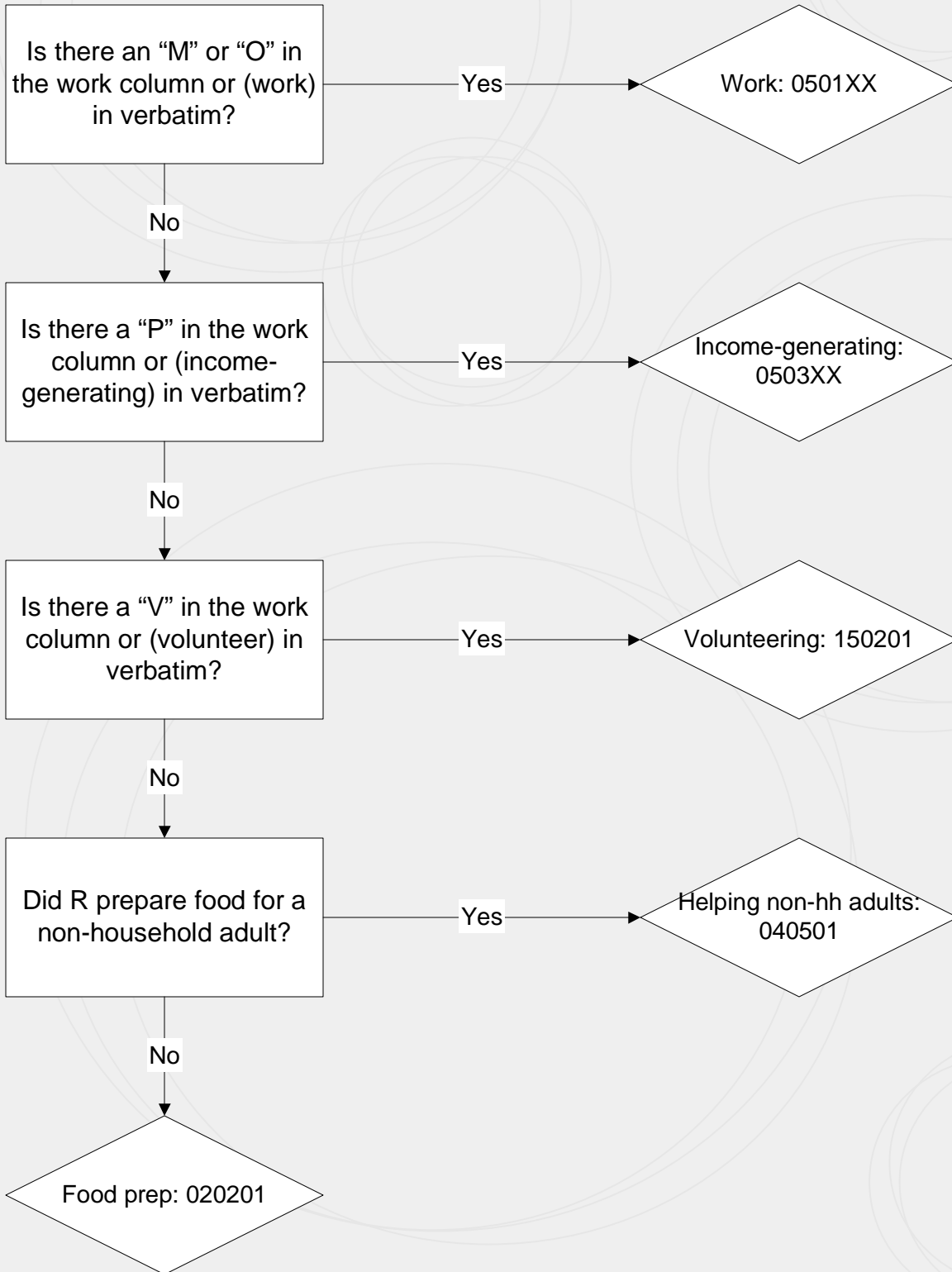


FIGURE 8.

READING

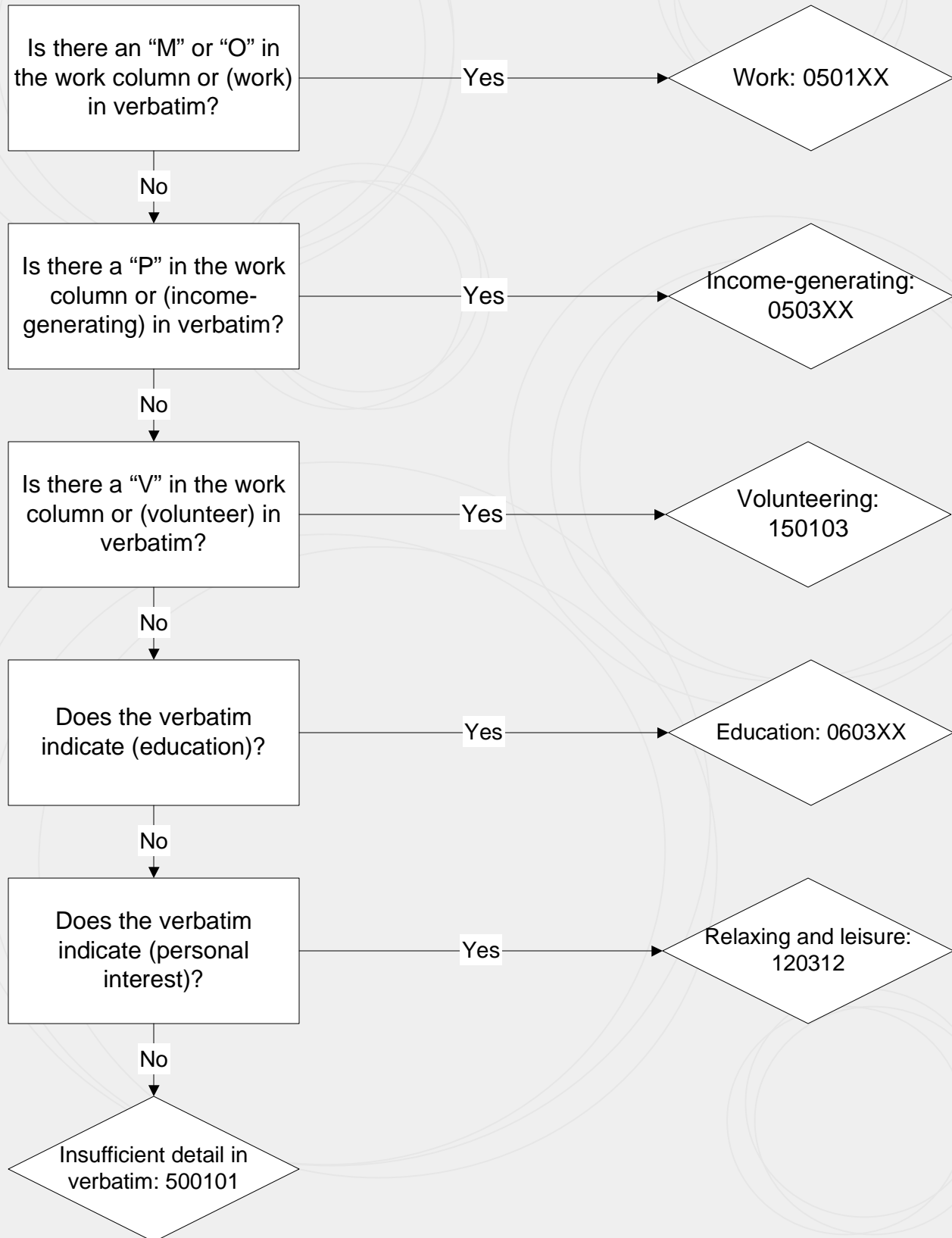


FIGURE 9.

RELAXING/THINKING

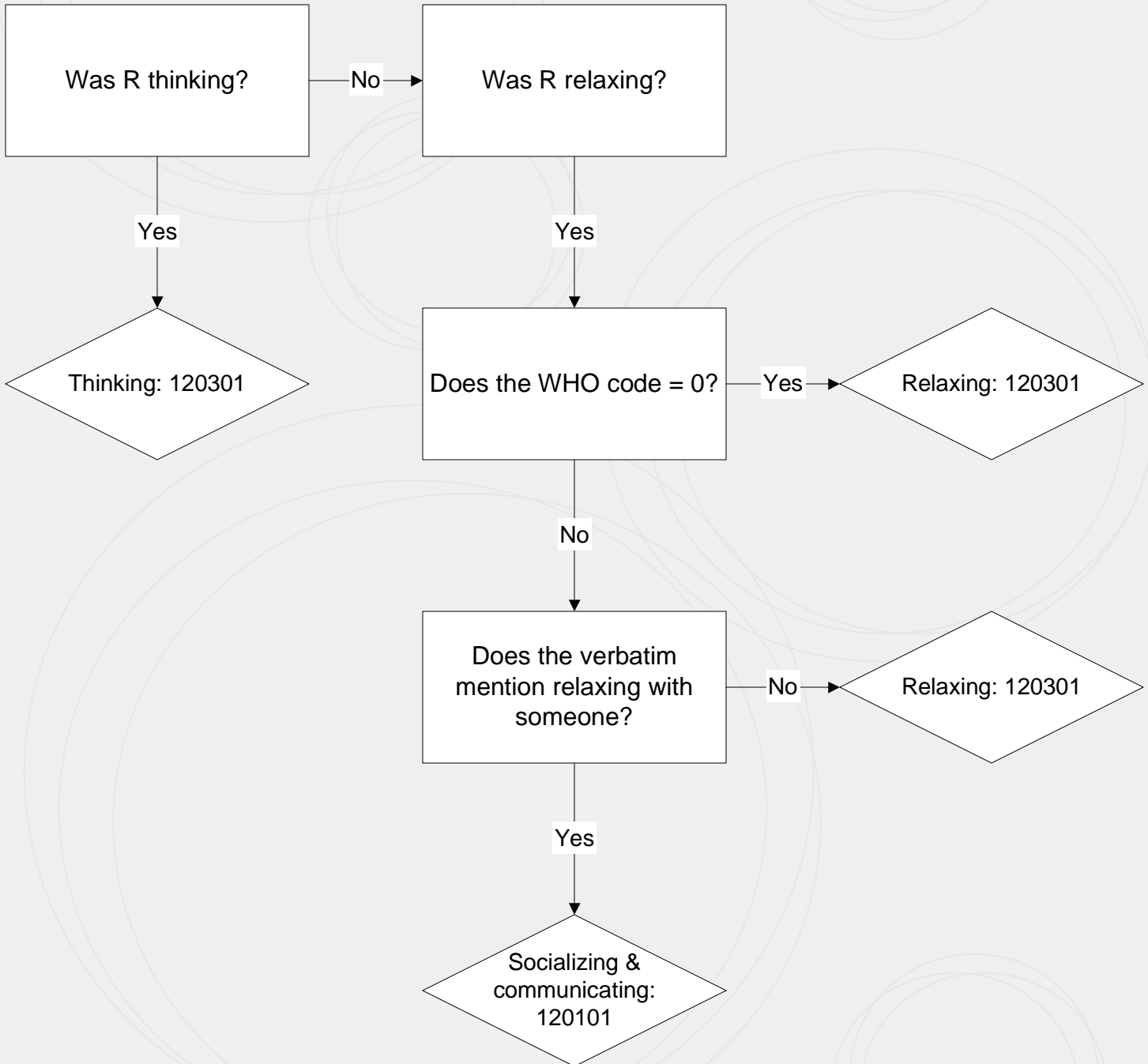


FIGURE 10.

SIMULTANEOUS ACTIVITIES

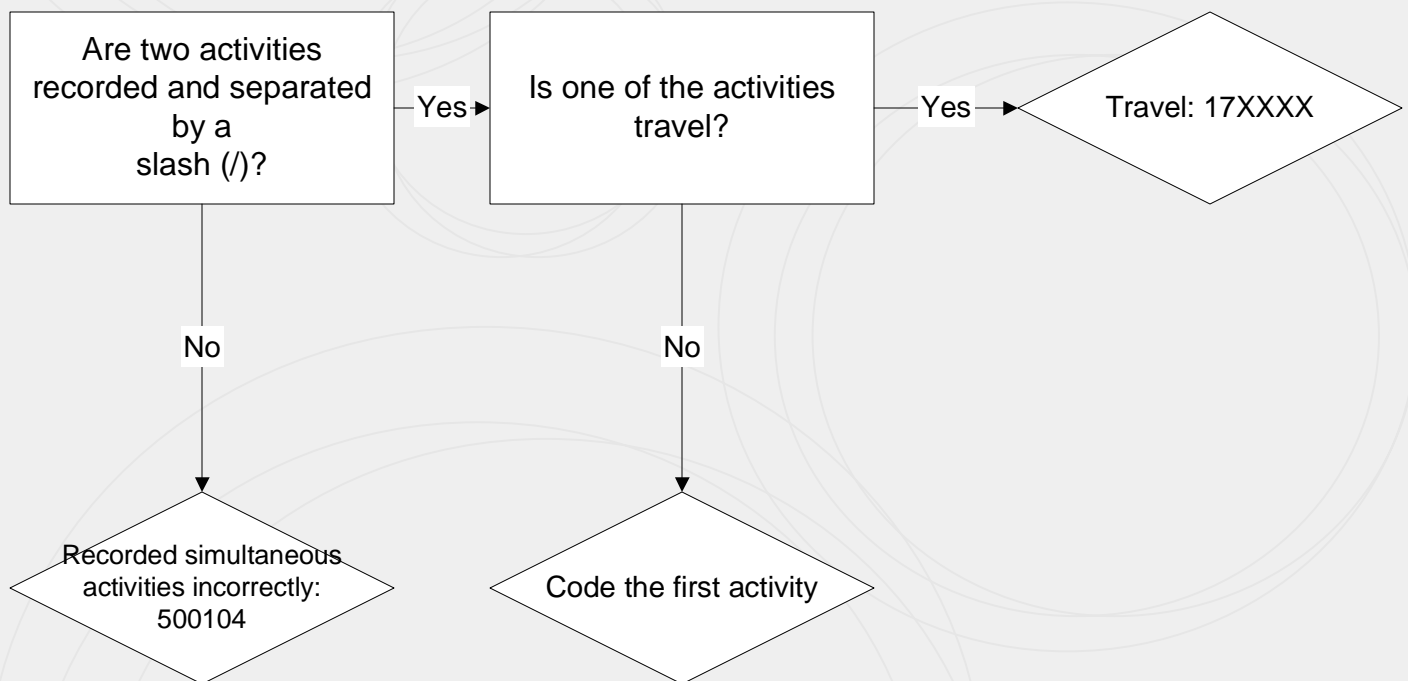


FIGURE 11.

TELEPHONE CALLS

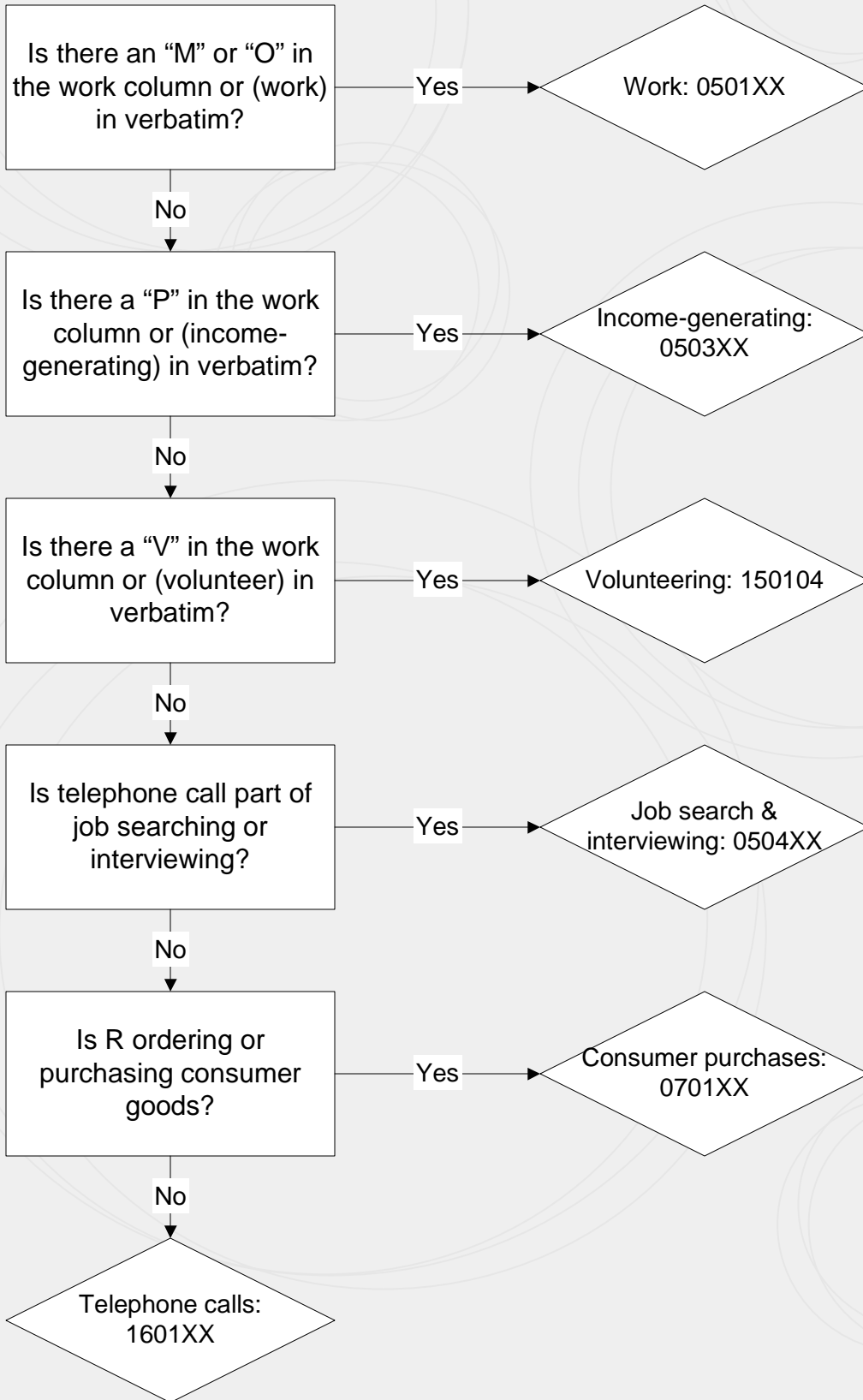


FIGURE 12.

WALKING

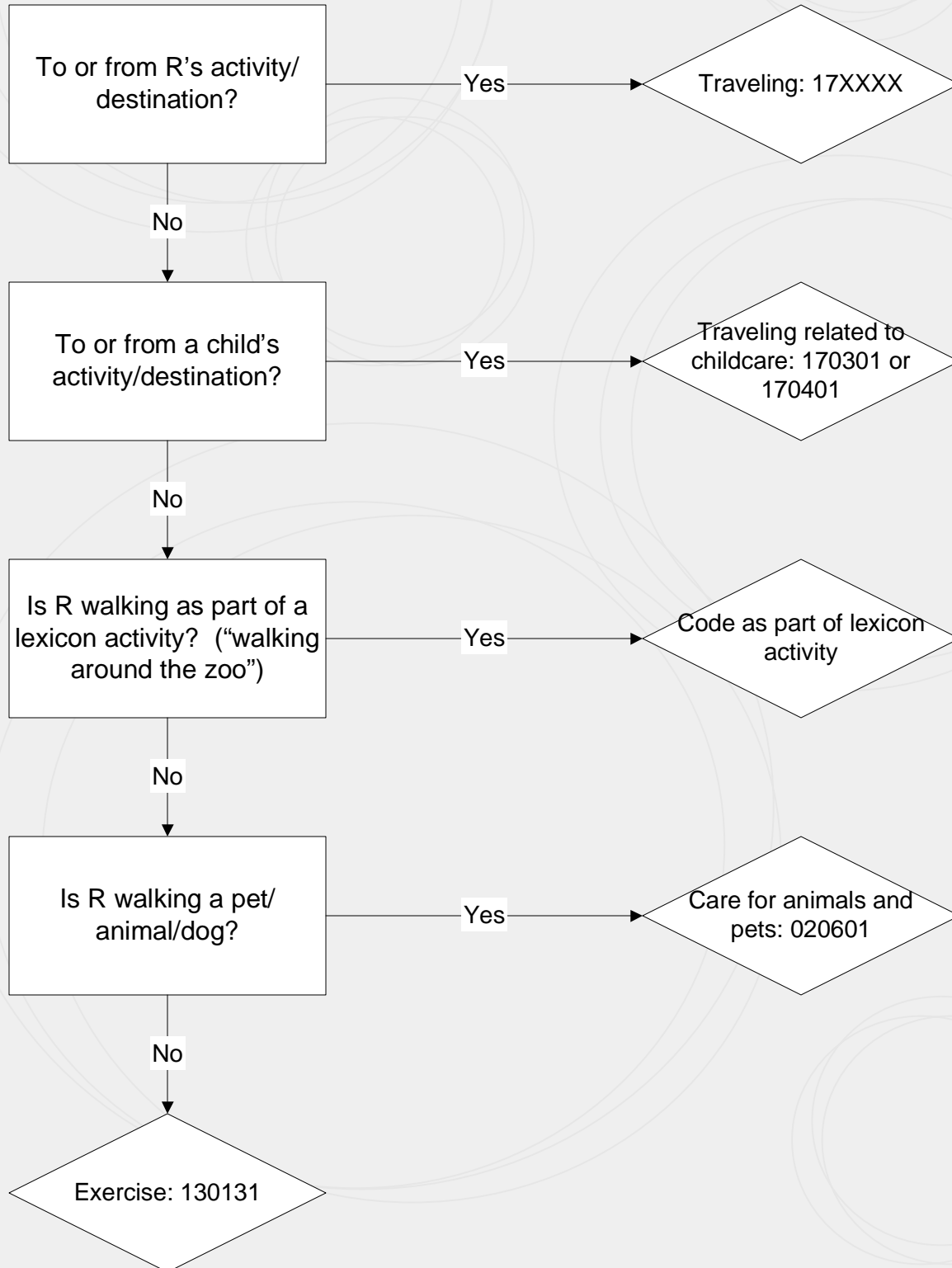


FIGURE 13.

WORK AND WORK-RELATED ACTIVITIES

