

The Children's Total Exposure to Persistent Pesticides and Other Persistent Organic Pollutants (CTEPP) Study

Setting Up A Household Sampling Schedule

Battelle
Columbus, OH 43201
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Standard Operating Procedure

CTEPP-SOP-2.10

Title: Setting Up A Household Sampling Schedule

Source: Battelle

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STANDARD OPERATING PROCEDURE (SOP)
FOR SETTING UP A HOUSEHOLD SAMPLING SCHEDULE

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1.0 Scope and Applicability

This standard operating procedure (SOP) describes the method for scheduling study subjects for field sampling activities in North Carolina (NC) and Ohio (OH).

2.0 Summary of Method

There are three field sampling teams with two staff members on each team. Two field sampling teams collect the field data simultaneously. A third field sampling team serves as a backup team.

For the day care sample component, four to six children (households) and one day care center are sampled per week. For the telephone sample component, eight children (households) are sampled per week. The sampling activities are conducted over a 48-h period for three consecutive days. The possible sampling schedules are: (1) Monday to Wednesday, (2) Tuesday to Thursday, or (3) Wednesday to Friday.

For the day care sample subjects, one day care center and two to three children (households) are sampled on Day 1; each field team is responsible for sampling two to three children (households) per week. For the telephone sample subjects, four children (households) are sampled on Day 1; each field team is responsible for sampling four children (households) per week.

Subjects are scheduled in the same cluster of locations (e.g., same county) in the same sampling week. The estimated time to complete the field sampling work for each state is about 24 to 30 weeks, depending on the availability of the participants and the weather. Tables A and B give some examples of the field sampling schedule.

Table A. Examples of Field Sampling Schedule--Day Care Sample

D = Day care H = Household	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
H001 & H002	Day 1: Set up	Day 2: Check up	Day 3: Pick up				
Field Team A ^(a)	D01 8:30 a.m. H001 6:30 p.m.	D01 11:00 a.m. H001 12:00 p.m.	D01 8:30 a.m. (Load new sample) H001 6:30 p.m.				
Field Team B ^(a)	H002 7:00 p.m.	H002 12:00 p.m.	H002 7:00 p.m.				
H003 & H004		Day 1: Set up	Day 2: Check up	Day 3: Pick up			
Field Team A		H003 6:30 p.m.	H003 12:00 p.m.	H003 6:30 p.m.	D01 8:30 a.m. Pick up for D01		
Field Team B		H004 6:00 p.m.	H004 12:00 p.m.	H004 6:00 p.m.			

(a) The third household may be sampled depending upon the location of the household.

Table B. Examples of Field Sampling Schedule-- Telephone Sample

H = Household	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
H101 - H104	Day 1: Set up	Day 2: Check up	Day 3: Pick up				
Field Team A	H101 10:00 a.m. H103 2:00 p.m.	H101 12:00 p.m. H103 4:00 p.m.	H101 10:00 a.m. H103 2:00 p.m.				
Field Team B	H102 10:00 a.m. H104 2:00 p.m.	H102 12:00 p.m. H104 4:00 p.m.	H102 10:00 a.m. H104 2:00 p.m.				
H105 - H108		Day 1: Set up	Day 2: Check up	Day 3: Pick up			
Field Team A		H105 10:00 a.m. H107 2:00 p.m.	H105 12:00 p.m. H107 4:00 p.m.	H105 10:00 a.m. H107 2:00 p.m.			
Field Team B		H106 10:00 a.m. H108 2:00 p.m.	H106 12:00 p.m. H108 4:00 p.m.	H106 10:00 a.m. H108 2:00 p.m.			

3.0 Definition

Not applicable.

4.0 Cautions

To avoid schedule conflicts, project staff should inform subjects that there are other participants scheduled for the same day and adhere to the schedule as closely as possible. In case of any last minute change of schedule, project staff should prepare a list of possible backup households. Other considerations for scheduling include holidays, school breaks (summer, winter, spring), and weather conditions.

5.0 Responsibilities

- 5.1 The CTEPP Field Team Leader (FTL) oversees the scheduling of field sampling activities in NC and OH.
- 5.2 The recruitment staff and field sampling staff are responsible for contacting and scheduling the study participants.

6.0 Apparatus and Materials

6.1 Materials

6.1.1 Field Sampling Tracking Database.

6.1.2 Project Sampling Calendar for Study Participants

7.0 Procedures

7.1 Collect the sampling dates and times.

In the recruitment survey (Form #1), subjects are asked to give the best times and dates for the field sampling activities. This information and the participants' addresses are entered into the schedule tracking database.

7.2 Review the subject information and assign draft sampling dates and times.

7.2.1 For day care center sample subjects

Scheduling information for all the households from the same day care center is reviewed, and the best dates and times for each household are determined. The address of each household is reviewed, and daily scheduling is planned around subjects in the same cluster of locations (e.g., same county). [Note: All the households from the same day care center must be sampled in the same week.]

7.2.2 For telephone sample subjects

Scheduling information for all the participating households from the same county is reviewed and, and the best dates and times for each household are determined. The address of each household is reviewed, and daily scheduling is planned around the subjects in the same cluster of locations (e.g., same county). [Note: Up to four households per day and eight households per week may be sampled.]

7.3 Prepare a draft weekly schedule.

7.3.1 For the day care center sample

Four to six children (households) and one day care center are sampled per week. The sampling activities are conducted over a 48-h period for three consecutive days. The possible sampling schedules are: (1) Monday to Wednesday, (2) Tuesday to Thursday, or (3) Wednesday to Friday. One day care center and two to three children (households) are sampled on Day 1; each field team is responsible for sampling two to three children (households) per week.

7.3.2 For the telephone sample

Eight children (households) are sampled per week. The possible sampling schedules are: (1) Monday to Wednesday, (2) Tuesday to Thursday, or (3) Wednesday to Friday. Four children (households) are sampled on Day-1; each field team is responsible for sampling four children (households) per week.

7.4 Call the subjects to confirm the sampling schedule

If the subjects approve of the draft sampling schedule, then proceed to Section 7.5; if the subjects request a different schedule, then start again with Section 7.2 to work out a different draft weekly schedule.

7.5 Mail (or deliver) the sampling schedule calendar to the subjects

Schedules (a project calendar) are mailed or delivered (during informed consent/training) to the subjects.

7.6 Place a reminder call one week before the scheduled sampling date.

7.7 Contingency plan for special conditions

7.7.1 If Monday is a holiday

The possible schedules are (1) Tuesday to Thursday and (2) Wednesday to Friday. For the day care center sample subjects, the second air sample (both indoor and outdoor) is set up on Wednesday. This scenario is illustrated in Table C.

7.7.2 Severe weather conditions

In case of severe weather (e.g., heavy rain, thunderstorm, snow/ice storm, etc.), field sampling is rescheduled with the participants. The scheduling staff checks weather reports on a regular basis. Rescheduling decisions are made jointly by the FTL and the Task Order Leader (TOL).

Table C. Contingency Plan for Special Conditions

D = Day care H = Household	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
H001 & H002 Classroom#1	Holiday	Day 1: Set up	Day 2: Check up	Day 3: Pick up			
Field Team A		D01 8:30 a.m. (Air sample #1) H001 6:30 p.m.	D01 9:30 a.m. (Air sample #1) H001 12:00 p.m.	D01 8:30 a.m. (Air sample #1) H001 6:30p.m.			
Field Team B		H002 7:00 p.m.	H002 12:00 p.m.	H002 7:00 p.m.			
H003 & H004 Classroom#2			Day 1: Set up	Day 2: Check up	Day 3: Pick up		
Field Team A			D01 8:30 a.m. (Air sample #2) H003 6:30 p.m.	D01 10:00 a.m. (Air sample #2) H003 12:00 p.m.	D01 8:30 a.m. (Air sample #2) H003 6:30 p.m.		
Field Team B			H004 6:00 p.m.	H004 12:00 p.m.	H004 6:00 p.m.		

7.7.3 Other considerations

If the day care center follows the schedule of a public school system (e.g., Head Start), they are closed for school breaks (summer, winter, spring). The scheduling staff has the dates of the breaks to avoid any schedule conflicts. During the school breaks, other regular day care centers and the telephone sample participants are sampled.

7.7.4 Rescheduling

If rescheduling is required, these steps are followed to minimize the disruption to the original sampling schedule:

1. Reschedule for the same sampling day at a different time if the appointment time is not good.
2. If sampling on the same day is not possible, reschedule the participant for a different day. Fill the empty slot with another participant in the same area if possible. (to maintain the full capacity of the field sampling teams).
3. If the schedule is not feasible for the two field teams, a backup team will be employed to conduct the sampling work.

8.0 Records

All scheduling records and paper documents are kept in the project folders until the conclusion of the study. Electronic files are stored in the scheduling folders and archived on a CD ROM after the project is completed. Subject identification files are stored in a secured file cabinet. All electronic files are protected by passwords. Only authorized project personnel are allowed to access the files. All records will be archived for three years after the completion of the study.

9.0 Quality Control and Quality Assurance

The scheduling files and the tracking database are reviewed and verified by the field staff, the Field QA Officer or designee, and the FTL.

10.0 Reference

Not applicable.