

National Human Exposure Assessment Survey (NHEXAS)

Arizona Study

Quality Systems and Implementation Plan for Human Exposure Assessment

The University of Arizona
Tucson, Arizona 85721

Cooperative Agreement CR 821560

Standard Operating Procedure

SOP-UA-D-46.0

Title: Coding: Questionnaire Feedback Form

Source: The University of Arizona

U.S. Environmental Protection Agency
Office of Research and Development
Human Exposure & Atmospheric Sciences Division
Human Exposure Research Branch

Notice: The U.S. Environmental Protection Agency (EPA), through its Office of Research and Development (ORD), partially funded and collaborated in the research described here. This protocol is part of the Quality Systems Implementation Plan (QSIP) that was reviewed by the EPA and approved for use in this demonstration/scoping study. Mention of trade names or commercial products does not constitute endorsement or recommendation by EPA for use.

Coding: Questionnaire Feedback Form

1.0 Purpose and Applicability

This procedure defines the coding strategy for the Questionnaire Feedback Form. This questionnaire was developed for use in NHEXAS, the Border Study, and other Health and Environment Projects.

2.0 Definitions

- 2.1 **BORDER STUDY** : An alias for "Total Human Exposure Arizona: A comparison of the border communities and the state" conducted in Arizona by the University of Arizona/Battelle/Illinois Institute of Technology consortium.
- 2.2 **CODE, GLOBAL**: A set of standard codes used in data within the project designating the status of a data field in three cases: datum refused, datum non-applicable, and datum missing.
- 2.3 **HEALTH AND ENVIRONMENT PROJECTS (or H & E)** : An umbrella title for all projects funded to M. D. Lebowitz and/or M.K. O'Rourke (or their designees) which examine purported or real relationships among environmental factors and any aspect of human health.
- 2.4 **HRP SITE**: The **H**ealth **R**elated **P**rofessions building, located at 1435 North Fremont Avenue; Tucson, AZ 85719. This is an annex of the Arizona Prevention Center and the primary site of NHEXAS Arizona.
- 2.5 **NHEXAS Arizona**: Acronym for National **H**uman **EX**posure **A**ssessment **S**urvey, a research project conducted in Arizona by the University of Arizona/Battelle/Illinois Institute of Technology Consortium.

3.0 References

Teleform 5.0, Copyright 1991-1996 by Cardiff Software, Inc., San Marcos, CA.

4.0 Discussion

The Questionnaire Feedback Form is a scannable form. The form will be completed by the field technician in the subject's home. It will be QA checked, and scanned directly into a database.

The OMB approved questions were formatted into a scannable form using the Teleform program package and following procedures outlined in SOP # UA-D-

30.x. This package has a dictionary feature and a feature that prints out the characteristics of each created form.

The overall coding scheme will follow SOP# UA-D-31.x: Global Coding for scanned Forms. The data will be stored as flat ASCII files and re-coded according to EPA's coding scheme when it is ready to be submitted to EPA.

A final version of the Questionnaire Feedback form is presented in the attached Appendix A. A description of all fields and variables may be found in UA-D-47.x Appendix B. Field descriptions contain the name of the field on the form, the variable name, the object id attributes, the constraint level for recognition of the code, the length of the field and the type of the field (i.e., hand writing recognition, and automated Dictionary Correction, etc.).

Special Coding lists will be developed as needed to accommodate unanticipated responses. At this time no special coding lists are needed for this form.

5.0 Responsibilities

The Project Data Coordinator is responsible for creating the forms, defining the databases and writing the coding instructions for the Questionnaire Feedback form.

6.0 Materials and Reagents

- 6.1 Codes are to be written with a black felt tip pen only.
- 6.2 Questionnaires are put into a batch once they are coded and recorded on the Batch Description and Custody Record.
- 6.3 Those coding lists that are not in the Coding Lists notebook can be found on line in the /rsc53/TrackNHEXAZ/codes/ directory.
- 6.4 Networked Computer Workstation that can access FoxPro.
- 6.5 Microsoft FoxPro Professional Edition version 2.6, Copyright 1989-1993 Microsoft Corporation.
- 6.6 Coding Program v1.0, developed in-house using FoxPro 2.6.

7.0 Procedural Steps for Coding of the Questionnaire Feedback Form

7.1 Criteria for Using Field-Dependent Global Codes

7.1.1 When to Code Data Field as Refused (Code = 055)

- (a) Subject has crossed out question or field technician has indicated that subject refused the question.
- (b) Other source(s) indicate(s) that the question, physical form, or questionnaire was refused.

7.1.2 When to Code Data Field as Non-Applicable (Code = 088)

- (a) Field technician has written "N/A" on the question, physical form, or questionnaire.
- (b) Sample cannot be taken due to the subject's particular situation. For example, no street name exists for a residence.

7.1.3 When to Code Data Field as Missing (Code = 099)

- (a) The sampler, questionnaire, or datum should have been taken, administered, or gathered according to the standard operating procedure, but was not.
- (b) The sampler or questionnaire was lost prior to data entry.
- (c) The sampling technique or question was determined to be irrevocably flawed.

7.2 Alpha-Numeric Fields

In all cases, the entire field on data entry screen is filled with X 's for refused, Y 's for non-applicable, or Z 's for missing.

7.3 Quality Control

The Project Data Coordinator ensures global coding consistency throughout all project working databases through the quality assurance checks outlined in SOP# UA-D-26.x.

7.4 Corrective Actions

Any discovered inconsistencies in global coding will be addressed and resolved by the Project Data Coordinator.

- 7.5 For coding lists that are computerized.
At this time no coding lists are needed.

8.0 Records

Inclusions:

Appendix A. Questionnaire Feedback Form

SECTION 9: FEEDBACK

National Human Exposure Assessment Survey

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