

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

Conducting Staff and Participant Training

Battelle
Columbus, OH 43201
Contract No. 68-D-99-011

Standard Operating Procedure

CTEPP-SOP-2.27

Title: Conducting Staff and Participant Training

Source: Battelle

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

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STANDARD OPERATING PROCEDURE (SOP)
FOR CONDUCTING STAFF AND PARTICIPANT TRAINING

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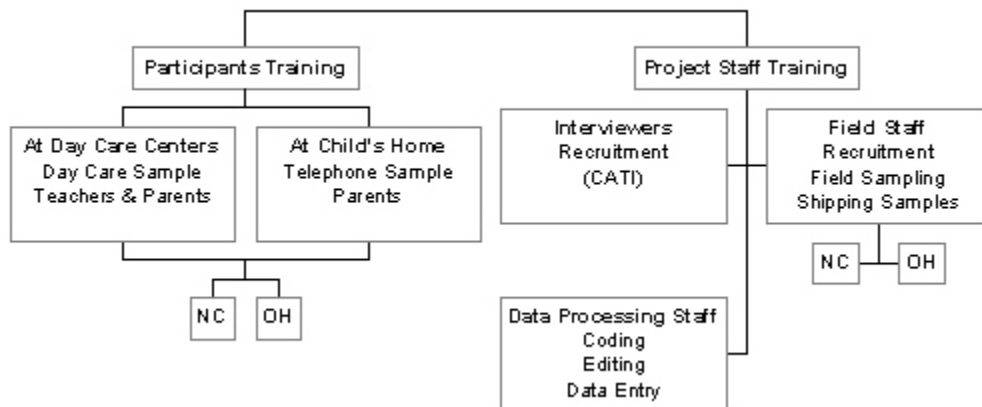
1.0 Scope and Applicability

This standard operating procedure (SOP) describes the method for conducting staff and participant training.

2.0 Summary of Method

All staff members assigned to this project are experienced and have been adequately trained. However, to ensure the consistency and high quality of data collection, a comprehensive training plan will be implemented. An overview of the CTEPP training plan is displayed in Figure A. As shown in Figure A, the training plan consists of two components: project staff training and participant training. Before subject recruitment begins, staff who will be involved in the recruitment will undergo training in the implementation of the recruitment SOPs.

Figure A. CTEPP Training Plan



Standardized scripts and materials will be used. A Computer Assisted Telephone Interview (CATI) system and an Interviewer's Manual for this study will be developed. The Interviewer's Manual will document the background and the aims of this study, the standard interviewing procedures, confidentiality requirements, and question-by-question specifications for the study. Interviewers must be certified for the study before they can initiate any contact with the study subjects. In order to be certified as a CATI interviewer for the study, an interviewer must pass the following two tests:

1. CATI Operation Test: The interviewer must demonstrate that he/she is familiar with the CATI instrument and the computer-working environment.
2. CATI Interview Test: The interviewer must conduct at least two mock CATI interviews and receive a satisfactory evaluation from the Battelle Task Order Leader (TOL).

The Field Task Leader (FTL) will conduct a five-day (40-hr) training session with the field team personnel. This training session will be conducted in North Carolina (NC) and Ohio (OH).

- Day 1: Training will cover study background, recruitment SOPs, confidentiality issues, informed consent procedures, and the interviewing protocol.
- Day 2: The field staff will be trained to administer all the data collection forms.
- Day 3: The field staff will be instructed in the field sampling procedures, which include the use of field notebooks and the collection of air, food, urine, dermal (hand) wipes, hard floor surface wipes, food preparation surface wipes, the polyurethane foam (PUF) roller for transferable residues, indoor floor dust, and soil samples. Internal field audits and QC procedures will also be discussed.
- Days 4/5: A mock field sampling exercise will be conducted during the last two days of training. The field team will visit a home and conduct actual field sampling activities. The field staff will also be certified during these two days (i.e., they will be required to pass the tests set for the field sampling procedures).
- Day 5: Training in packing and shipping procedures will be given on the final day. Training will end with a final review of all field procedures.

Before field sampling begins, the data processing staff will also undergo training. Training will cover study background, all data collection forms, data form tracking and processing procedures, coding procedures, and quality control procedures.

Due to the unique features of the CTEPP study, some key information and samples will be collected by the study participants themselves. Keeping the participants involved and well trained is critical to the success of the study. The parents should collect both the child's and the adult's food, urine, and dermal (hand) wipe samples. Similar cooperation and assistance is needed from the teachers at the day care centers.

3.0 Definition

Not applicable.

4.0 Cautions

Not applicable.

5.0 Responsibilities

5.1 The TOL, the FTL, and the Data Preparation (DP) Manager are responsible for carrying out the training plan.

5.2 The project staff will attend the relevant training before conducting study activities.

6.0 Apparatus and Materials

Not applicable.

7.0 Procedures

7.1 Staff Training

7.1.1 Recruitment staff training

All the recruitment staff will attend the training sessions for the recruitment SOPs and CATI interview. CATI interviewers are required to take the CATI certification test.

7.1.2 NC field staff training

The NC field staff are required to attend a five-day (40-hr) training.

Day 1: Training will cover study background, recruitment SOPs, confidentiality issues, informed consent procedures, and the interviewing protocol.

Day 2: The field staff will be trained to administer all the data collection forms.

Day 3: The field staff will be instructed in the field sampling procedures, which include the use of Field Notebooks and the collection of air, food, urine, dermal (hand) wipes, hard floor surface wipes, food preparation surface wipes, the polyurethane foam (PUF) roller for transferable residues, indoor floor dust, and soil samples. Internal field audits and QC procedures will also be discussed.

Day 4/5: A mock field sampling exercise will be conducted during the last two days of training. The field team will visit a home and conduct actual field sampling activities. The field staff will also be certified during these two days (i.e., they will be required to pass the tests set for the field sampling procedures). Training will end with a final review of all field procedures.

7.1.3 OH field staff training

The same training described in section 7.1.2 will be conducted for the OH field staff in Columbus, OH.

7.1.4 Training in packing and shipping procedures will be provided to assigned project staff.

7.1.5 Data processing staff training

Data processing staff are required to attend a training session on study background and SOPs before they start working on the project. The DP manager will work with the TOL and FTL to develop specific instructions for the coding, editing, problem resolution, data entry, and data cleaning procedures. The DP manager will then be responsible for training and supervising the data processing staff.

7.1.6 The FTL will prepare a report on each training session, which will document the date and time of the training and who attended the training.

7.2 Participant Training

The primary adult caregiver (usually the parent) will collect food, urine, and dermal (hand) wipe samples from themselves and their child. The participant will also be trained to fill out the Child Activity Diary. Teachers from the participating day care centers will receive similar training.

7.2.1 For the day care center sample subjects

Field staff will conduct the training at the selected day care center.

7.2.2 For the telephone sample subjects

Field staff will conduct the training at the participant's home.

7.2.3 Field staff will document who attended the training and assess the effectiveness of the training.

8.0 Records

The training document will be kept in the project files. All electronic files will be stored in the CTEPP project folder and protected by passwords. Only authorized project personnel will be allowed to access the files. The electronic files will be archived on a CD ROM after the study is completed. All records will be archived for three years after the completion of the study.

9.0 Quality Control and Quality Assurance

The training and certification process sets the foundation for the collection and production of top quality data. Data collection and data processing staff are trained to understand their key roles in the quality assurance process.

10.0 Reference

Not applicable.