

## **Environmental Monitors Set Up Call, ESC QUESTION BY QUESTION (QxQ), VERSION 1.0**

### **I. GENERAL INSTRUCTIONS**

The Environmental Monitors (Including Dust Collection Kit) Set Up Call (ESC) is to be completed during the participant's Environmental Monitors and Dust Collection Kit Setup Call.

Please answer every question on this form. *NOTE: All response options in the paper form may not appear in CDART (e.g., 'Don't know', 'Declines to answer', etc.).* Beside each item input is a small double bracket icon which looks like this: >>. Clicking this icon displays a field dialogue box in which the "Field Status" selection menu allows you to choose from the following options: 'Refused', 'No response', 'Doesn't know', 'Not applicable', 'Maximum value', 'Minimum value', and 'Missing'. **See MOP 6 – Section 3.2 for additional instructions on how to select a Field Status option.**

### **II. INSTRUCTIONS FOR INDIVIDUAL ITEMS**

**Header Information:** Consists of key fields which uniquely identify each subject and recorded occurrence of a form. For the "ID NUMBER", record the 2 or 3-character, 6-digit number assigned to the specific participant. For the "Event", record that this is happening at the environmental monitors setup call.

- Item 0a.** Record the date the data was collected or abstracted in the MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 0b.** Record the SPIROMICS III staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS III data, please contact the GIC in order to receive your own individual staff code.
- Item 1.** Select only one option among the two possible choices.
- Item 2.** Select only one option among the seven possible choices.
- Item 2a.** Specify the other room in which the Environmental Monitors were set up.
- Item 3.** Select only one option among the two possible choices.
- Item 4.** Select only one option among the seven possible choices.
- Item 4a.** Specify the other room in which the participant spends most of their time while awake.

**Note:** Ask the participant to set up the Environmental Monitors in the room indicated in question 4 above. If the participant set up the Environmental Monitors before this set up call, complete questions 5 through 16 below by asking the participant when they set it up. If they did not set up the Environmental Monitors before this set up call, then enter the current date and time in questions 5 through 16 after providing instructions over the phone.

- Item 5.** Enter the start date for the Air Nicotine Indoor Primary Monitor in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 6.** Enter the approximate start time for the Air Nicotine Indoor Primary Monitor using 24-hour time.
- Items 7-8.** The responses to these items will auto-populate based on responses provided in the EST form.
- Item 9.** Enter the start date for the Air Nicotine Indoor Duplicate Monitor in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 10.** Enter the approximate start time for the Air Nicotine Indoor Duplicate Monitor using 24-hour time.
- Item 11.** Enter the start date for the NO<sub>2</sub> Indoor Primary Monitor in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 12.** Enter the approximate start time for the NO<sub>2</sub> Indoor Primary Monitor using 24-hour time.
- Items 13-14.** The responses to these items will auto-populate based on responses provided in the EST form.
- Item 15.** Enter the start date for the NO<sub>2</sub> Indoor Duplicate Monitor in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 16.** Enter the approximate start time for the NO<sub>2</sub> Indoor Duplicate Monitor using 24-hour time.
- Item 17.** Select only one option among the three possible choices.
- Items 18a1-18a7.** Select all options that apply.
- Item 18a7a.** Specify the other room in which the participant collected the dust sample.
- Item 19.** Enter the Dust Collection date in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.

Select **Save and Close** at the bottom of the page/screen.