

Environmental Monitors Bag (Including Dust Collection Kit) and Return Tracking, EST QUESTION BY QUESTION (QxQ), VERSION 1.0

I. GENERAL INSTRUCTIONS

The Environmental Monitors Bag (Including Dust Collection Kit) and Return Tracking (EST) is to be completed during the participant's Environmental Monitors and Dust Collection Kit Take Down 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 if this is happening at the clinic visit (E1), a follow-up phone call, or "other."

- 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.** The response to this item will auto-populate based on response provided in the RIF form.
- Item 2-5.** Select only one option among the two possible choices.
- Item 6.** Select only one option among the three possible choices.
- Item 7.** Scan the bar code on the Environmental Monitors Bag or type in the nine-character Environmental Monitors Bag ID.
- Item 8.** Select only one option among the two possible choices.
 - Item 8a.** If 'No' was selected for Item 8, explain why.
- Item 9.** Select only one option among the two possible choices.
- Item 10.** Type in the 12-character alphanumeric FedEx tracking number on the **return** shipping label included in shipment for the participant to send back the monitors.

- Item 11.** Enter the shipment date for the Environmental Monitors Bag and return FedEx pak in MM/DD/YYYY format either by selecting the pop-up calendar in CDART or entering the date in the space provided.
- Item 12.** Type in the 12-character alphanumeric FedEx tracking number of the shipment being sent to the participant.

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