

## **Environmental Monitors (Including Dust Collection Kit) Take Down Call, ETC QUESTION BY QUESTION (QxQ), VERSION 1.0**

### **I. GENERAL INSTRUCTIONS**

The Environmental Monitors (Including Dust Collection Kit) Take Down Call (ETC) 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 that this is happening at the Environmental Monitors and Dust Collection take Down 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 1a.** Select only one option among the seven possible choices.
- Item1a1.** Specify the other room in which the Environmental Monitors are located now.
- Item 2.** Select only one option among the two possible choices. If 'No' is selected, then instruct participant to take down the Environmental Monitors and continue filling out the form with the current date and time. If 'Yes' is selected, then continue filling out the form by asking the participant when they took down the Environmental Monitors.
- Item 3.** Enter the stop 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 4.** Enter the approximate stop time for the Air Nicotine Indoor Primary Monitor using 24-hour time.
- Item 5-6.** These items will be auto-populated in CDART based on responses in the EST form.

- Item 7.** Enter the stop 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 8.** Enter the approximate stop time for the Air Nicotine Indoor Duplicate Monitor using 24-hour time.
- Item 9.** Enter the stop 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 10.** Enter the approximate stop time for the NO<sub>2</sub> Indoor Primary Monitor using 24-hour time.
- Item 11-12.** These items will be auto-populated in CDART based on responses in the EST form.
- Item 13.** Enter the stop 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 14.** Enter the approximate stop time for the NO<sub>2</sub> Indoor Duplicate Monitor using 24-hour time.
- Item 15.** Select only one option among the four possible choices.
- Item 15a1-15a7.** Select all options that apply.
- Item 15a7a.** Specify other room(s) from which dust was collected if applicable.
- Item 16.** 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.
- Note:** Ask the participant what date would be best for the return shipment to be picked up by FedEx and enter that date in item 17. Refer the participant to the Environmental Monitors and Dust Collection Kit instructions for packing the items for shipment.
- Item 17.** Enter the date of scheduled pick-up of return shipment to core 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.