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Survey of Food Consumption  
for the  
United States Department of Agriculture

INSTRUCTIONS TO INTERVIEWERS  
FOR REVIEWING OF FORMS

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FOR REVIEWING OF FORMS

Before you send in the forms completed for an interview you are to quickly review them to be certain that you have correctly entered everything. If you have completely followed the instructions in the instruction booklet and the instructions printed throughout the questionnaires, this review will be simply to make certain your entries are legible and that you haven't omitted any entries.

Mailing Interviews

Send all materials from one interview together as soon as they are complete and accurate. Never wait longer than 48 hours before sending in the forms for a household. You can put 2 or 3 interviews in one envelope, but be sure to separate each set of interviews with a rubber band. Record forms completed for dwelling units in which you will not obtain an interview may be enclosed in an envelope for a household where an interview has been completed.

Always check to see if you have put these materials in the envelope: Since you will usually have 2 or 3 interviews in an envelope, enclose each set with a rubber band.

1. Record form
2. Household form
3. All Individual forms
4. A calendar sheet if you have entered notes on it for that interview.
5. A recipe sheet, if one used.

Do not use the small white, stamped envelopes for sending materials to us. We are providing them for you to leave in the household in case there is a leave-over.

Send your pay sheets in with your work, in the regular large mailing envelopes.

Check that you have entered the same information on each form for the following:

1. Your interviewer number
2. The whole segment number
3. The household number
4. The date of the interview (unless one form was filled out for a different day)

A. Important Omissions -- These omissions are particularly serious:

1. Eligibility Report -- Entry that the household is eligible or ineligible.
2. Section B, Col. 5 -- Ages of family members and non family. You may estimate any missing ages.
3. Section B, Col. 9 -- Number of meals from household food supplies.
4. Section C,  
Cols. (c) & (c) -- The form and amount consumed for any food.
5. Section D, Col. D -- Time food was eaten.
6. Section F, Q's 4&5 -- Income for 1964 and/or 1965.
7. All Sections -- That no section was omitted.

If there is an omission, indicate with a note why the data is missing. Write "R", if a refusal or "DK", if don't know.

B. Less Serious Omissions and Errors -- Spend only a few minutes on these items

1. Prices, Section C, Col. (g) and Weight of Containers -- Edit in missing prices and weights:
  - (a) from notes or price lists you already have,
  - (b) from food ads in newspapers, or
  - (c) through a short telephone call to the grocery store.
2. Other entries -- In editing circled numbers and other entries you have made, move very quickly. Do not laboriously pour over each line in the questionnaire.

RECORD FORM - GENERAL POINTS

For every white segment there must be a complete Record Form for every dwelling that was designated with an "A" or "B". For those of you who have green segments, there must be a completed Record Form for every dwelling within the area outlined in red unless you were personally given specific instructions in certain situations. There are no Record Form exceptions. A Record Form is required for vacants, no longer a dwelling, etc.

Hold A forms for:

- Households where there is illness in family
- Households where there is a death in family
- Households where they are on vacation or out of town.

Do not send the A forms in for the above reasons. Go back later and try to pick these up. Make necessary callbacks.

Section A:

What to Look for

Be sure to circle the interviewing period and the segment type.

Q. 2 enter exact numbers in the appropriate age-sex categories. Don't enter an "X".

Q. 9-13 these are questions about the female head; if there is no female head, draw a line through Q. 10-13. Any respondent for Section A may answer these questions as long as the answers are for the female head.

Q.14-26 Do not ask any of these questions if you are in an urban or special segment.

Eligibility Report 1

Be certain that you have completed this.

## Section B

### What to Look for

Col. 2 - Be sure to circle "A" or "B" unless the household is in a supplementary segment. Be sure that you have circled "1" if the family member is eligible for Section D and "2" if the family member is not eligible. Remember all family members 19 years of age and under and 65 and over are eligible. Then, those of the family who are in between 20 and 64 are eligible if their person number in the column circled (A or B) is in bold, heavy print. Be sure to enclose a "D" form for each eligible person; if not, attach a note to the Record Form explaining why none is enclosed.

Col. 3 - Family members should be listed first -- e.g., head, wife, son, etc. and a line drawn across the page below the last family member listed. Non-family members should be listed next -- e.g., boarder, roomer, hired man, etc. If none of these, "no non-fam." should be entered. There should be a line across the page after the last non-family member listed. Non-residents should be listed next -- e.g., guest, maid, etc. If none of these, "no non-res." should be entered.

Col. 5 - Age should be entered in exact years (or months if under one year) for each family member and for each non-family member living in the household.

For non-residents, an "X" in the proper age category for each entry.

Col. 9,10,11 - For family members, be sure to account for all meals eaten during the week.

Col. 9 - For non-family and non-residents, be sure to enter meals eaten from household food supplies.

Col. 14,15 - Put a note by any unusual entries. Be sure you haven't duplicated any figures.

Q. 22, 23 - Record number(s) of the person-refreshments. Do not record an "X".

### Section C

#### What to Look for

Be sure that you have drawn a line across each even numbered page where no food was used in the household.

Be certain that you make an entry in each column unless the column is not applicable to the particular food. If the variation column for a particular food is not applicable, you may send it in with the variation column blank, even if the food code is followed by a (✓). However, if there is a form column on the page with two or more possible forms, you must always circle a number for form.

Column B - Food Code -- Be certain that the two-column food code is legible, or if you have written in a description make sure that you have entered a correct description.

Column C - Form -- Only one number is to be circled under Form. If the food was "ready cooked" or "breaded" circle the plus sign for that food.

Column D - Variation -- If the food code on the facing page has a (v), generally you will have an entry in the Variation Column. If, however, the Variation Column does not make sense for that food it may be left blank.

On some pages, you may have more than one entry in the Variation Column, depending upon the instructions at the top of the column.

On pages 7, 9, 13 - Variation "1" with bone, (shell), or "2" no bone (shell) must be in agreement with "7" or "8" in the Form Column.

Column E - Amount Used -- Don't use the ounce column when you should use the fluid ounce column, for example, orange juice.

If you enter a description of an item or specify a size or weight in the last column in Column (e) be sure that you have circled "24".

On the vegetable pages 17 and 19, if you have circled "12" for bunch, be sure that you specify the size in the final column.

Column F - Source of Food -- Make sure there is an entry in this column. For example, we cannot consider a food as "bought" unless you have entered a "1". Do not enter "home prepared" food as "home produced".

Column G - Amount and Cost of Food Bought -- Make sure that price is correctly entered in dollars and/or cents. Look at each entry for reasonableness and if a reasonable person might question the price that you have entered, put a note in the Note Column telling us why the price is unusual.

The price entered in the Price Column must stand for the amount of food that you have entered in Column (g). Always enter the size or weight in Column (g) so that we know what the price represents.

Be certain any dimensions entered in Column (e) or (g) are consistent with the way we have asked you to enter dimensions. If one dimension is a diameter make sure that you have written out "dia.". If one dimension is not "dia.", you should have three dimensions entered. If you have questions, check your dimensions chart in Appendix C in the Instruction Book.

Watch page 42. Don't omit it.

Watch especially for reports of over-consumption of foods. Considering the number of meals served at home during the week and the varying nutritional needs of the persons who ate the foods, some entries may be unreasonable. Perhaps the factors such as food fads, local conditions, or special diets will explain an apparent unreasonable entry. If so, enter a brief note.

Section C and D - If baby formula be sure to record the ingredients including water. We need to know the strength of the formula. Use a recipe worksheet if necessary.

Section D (Only for the Spring Season)

What to Look for

Be sure to enter the Person Number on each individual form and the relationship to the head of household and age, if necessary to identify the person.

Watch for foods not listed as used in Section C that are recorded in Section D. For these foods, ask about the amount used during the 7-day period before you leave the household.

Column A - List the sandwich ingredients on separate lines but do not list salad ingredients on separate lines.

Check to see if you have entered sufficient information for the form of the food. For example, the kind of bread and the kind of milk that respondent used and if meat if fried, broiled, etc.

Column B - That teaspoons and tablespoons are H, L, or R.

Column E - Be sure that you have entered a time for each different time period and have indicated by an arrow what foods are included in this time.

Sections E and F

Be certain that you have completed Section F on every interview. Section E is only for the Spring Season.

Be certain that you have circled a number for both the 1964 and the 1965 income, unless the 1964 income is not applicable to that family.

Recipe Worksheet

Indicate if "all" or a "fraction" is remaining. Also if the remaining portion was subtracted from Section C - circle "yes" or "no" at bottom of page.