



TABLE OF CONTENTS

	<u>Page #</u>
I. INTRODUCTION.....	1
II. SAMPLING MATERIALS AND SELECTION OF RESPONDENTS.....	3
A. Overview.....	3
B. Identifying Survey Households.....	4
C. When to Contact Sampled Households.....	4
D. Tips for Making Your Initial Contact a Successful One.....	5
E. Identifying the Eligible Respondent for Interview.....	5
F. Tips for Capturing a Reluctant Respondent.....	8
G. What to Do About Movers and Refusers.....	8
H. Result of Call Record.....	9
III. INTERVIEWING PROCEDURES.....	12
A. Documents to Be Completed.....	12
B. Sequence of Documents and Timing of Interviews.....	12
C. Measuring Utensils.....	14
D. Transmitting Completed Interviews to National Analysts.....	14
IV. GENERAL INTERVIEWING INSTRUCTIONS.....	15
V. QUESTION-BY-QUESTION INSTRUCTIONS: HOUSEHOLD QUESTIONNAIRE.....	22
A. Identifying Data and Introduction (Page 1).....	22
B. Household Composition Questions.....	23
C. Work History and Education Questions.....	25
D. Usual Meal Consumption and Expenditure Questions.....	27
E. WIC and Food Stamp Program Questions.....	30
F. Financial Questions.....	32

TABLE OF CONTENTS  
(Continued)

	<u>Page #</u>
VI. QUESTION-BY-QUESTION INSTRUCTIONS:	
MAN'S INTAKE RECORD.....	35
A. The Food Instruction Booklet (FIB).....	35
B. Measurement Methods.....	39
C. Identifying Information and Introduction -- Front Cover.....	43
D. Demographic and Health-Related Questions..	44
E. Food and Beverage Intake Questions.....	46
F. Special Eating Pattern Questions.....	56
G. Each Food Category Page of the FIB -- Key Issues.....	58
H. Do's and Don'ts for Recording Individual Intake Records.....	68
I. The Seven-Digit Food Code -- What Does it Mean?.....	70
J. Example of Completed Intake Record (Q's 18 to 28).....	71
VII. INTERVIEWER EDITING GUIDELINES.....	73

## I. INTRODUCTION

The United States Department of Agriculture (USDA) is charged by law (National Agricultural Research, Extension and Teaching Policy Act of 1977, Section 1428, 7 U.S.C. 3178) with tracking the nutritional status of the American public. This tracking requires gathering food consumption data to measure nutritional well-being and potential nutritional deficiencies. National Analysts is collecting this information in the first Continuing Survey of Food Intake by Individuals (CSFII) sponsored by the Nutrition Monitoring Division (NMD) of USDA's Human Nutrition Information Service (HNIS).

The CSFII will be ongoing for several years. While its primary focus is on women 19 to 50 years of age and any of their children aged 1 to 5 years, several subpopulations such as men, elderly persons and teenagers will be included as well. The first subpopulation to be included is men 19 to 50 years of age. This is the group you are to interview in this current study.

Several steps have already taken place to identify households where eligible men aged 19 to 50 reside. These steps were:

- Households in specific geographic areas were listed by interviewers living in or near these areas
- Households were selected for screening from those households listed
- Selected households were screened to identify age- and income-eligible men and women
- Initial interviews were attempted and completed in-person in many of the households containing age- and income-eligible women. These respondents now form a panel of women aged 19 to 50 along with their children aged 1 to 5 who will be resurveyed by telephone or in-person five more times over the course of a year ending in March 1986. This group of women and children comprise what we call the main survey. Many of you are familiar with this portion of the CSFII because you participated in Phase I and may now be reinterviewing those households which have no telephones in Phase II.

- In selected households containing eligible men, no interviews were attempted for the main survey. These are the households where you will be attempting to interview one eligible male respondent 19 to 50 years of age. These men will be interviewed only once in this supplemental survey.

Your job is to:

- Personally contact households in which eligible men (aged 19 to 50) have been identified during the original screening in April, May or June. (You may have done this screening yourself.)
- Attempt to personally interview one male aged 19 to 50 in each of these households

This manual tells you everything you need to know about interviewing the 750 men who have been identified for this supplemental survey. Sampling materials for this survey are explained in Chapter II. Interviewing procedures and general interviewing instructions follow in Chapters III and IV. Question-by-question instructions for the Household Questionnaire and Man's Individual Intake Record are detailed in Chapters V and VI. Chapter VII provides interviewer editing guidelines.

Carry this manual with you as you work, and use it for reference if a question arises. If you cannot find your answer, call your Field Administrator immediately.

## II. SAMPLING MATERIALS AND SELECTION OF RESPONDENTS

This chapter describes your sampling materials and tells you how to identify which man in each survey household must be interviewed.

### A. Overview

During the screening for the main portion of the CSFII (involving women 19 to 50 years of age and any of their children aged 1 to 5), households containing eligible men aged 19 to 50 were identified for this supplemental sample of men. These households constitute your sample. An interview is to be attempted with one age-eligible male in each household you have been assigned. Interviews can only be attempted in the specific households which have been determined to contain men who fit the eligibility criteria. NO SUBSTITUTIONS CAN BE MADE.

Each household containing men 19 to 50 years of age can be identified by a Screening/Call Report Form -- one household to each Screening Form. To assist you in your efforts, the front page of the original screener has been copied onto the front page of this Screener followed by a new Page 2 on the reverse side.

Each household for which you receive a Screening Form is to be contacted and an attempt made to complete an interview with one and only one man aged 19 to 50. The copies of Screening Forms you receive will be either white or blue. The white forms represent Sample #1 and the blue forms represent Sample #2. Some of you may receive all white forms, or all blue forms or a mixture of white and blue. You need not be concerned about the color or sample number, however, because all are treated the same during the interviewing process.

In addition to your pack of Screening Forms you will receive a supply of Household Questionnaires and Individual Intake Records for Males.

## B. Identifying Survey Households

The copies of Screening Forms will identify the survey households. These forms contain the segment and housing numbers as well as the address and telephone number, if known, for each household you are to visit. They also have the name of the person contacted during the original screening. In some hard-to-locate areas we have included the original segment sketch and map.

Q's 1, 2a and 2b of the Screening Form tell you the composition of the household at the time of the original screening. Specifically, Q.2b specifies the number of eligible males aged 19 to 50 who were regularly living in the household just a short time ago.

## C. When to Contact Sampled Households

You may begin visiting the households designated on your Screening Forms and conducting interviews as soon as you receive them. All interviews must be conducted in-person. It is important to complete the survey as soon as possible. Therefore, organize your materials and do as much as you can as soon as you can. You will find many households cannot be contacted on the first or second try, so it is important to get started right away because several tries must be made before a household is considered nonresponsive.

You are required to make up to 11 contacts to complete rescreenings to determine which male will be your respondent. For households with telephones, 3 of these must be made in-person. In households without telephones, or where no telephone number can be obtained, you must make up to 6 personal visits in urban areas and up to 5 personal visits in rural areas.

Keep in mind that people are creatures of habit, and if they are not home in the morning one day, then they may not be home in the morning most days. In our experience, it is best to divide your day into the following four parts:

(1) 9:00 AM to 12:00 Noon

(2) 12:00 Noon to 3:00 PM

(3) 3:00 PM to 6:00 PM

(4) 6:00 PM to 9:00 PM

Make each of your attempts to rescreen a sample household during a different part of this four-part day. Make additional attempts on different days. Many people who are not home on weekday mornings or evenings will be home on weekend afternoons, and vice versa. Spread your attempts throughout the week; at least one of the contacts you make must be on the weekend.

D. Tips for Making Your Initial Contact a Successful One

- Know your procedures thoroughly. If, after reviewing the materials, you have questions, call your Field Administrator at 215-627-8110 (from Pennsylvania) or 1-800-523-1114 (from all other areas).
- Plan to visit households in the same geographic area at the same time. That is, attempt to make an appointment for interview on the same day with nearby households. That way each trip to a similar location can serve several purposes.
- Plan your work schedule to complete your assignment within the specified time or even ahead of time.
- Organize your materials into the order in which they will be used. This will help you make sure you have everything and will make the screening and interviewing go more smoothly.
- Know your introduction and have your identification ready.
- Check your appearance. Keeping your voice pleasant and appearance businesslike will help to gain the respondent's cooperation and ensure a productive contact.

E. Identifying the Eligible Respondent for Interview

This is accomplished by completing the grid on Page 2 of the Screening Form. As you personally visit each household identified on a Screening Form, follow these procedures:

- Turn to the back of the xeroxed Screening Form

- Ask to speak with a male adult 19 to 50 years of age. If none is available, ask to speak to the previous screening respondent whose name is recorded on the front of the Screening Form.
- Repeat the introduction on Page 1 used in the original screening. (Remember, you are now attempting to interview a man.)
- Ask Q.3 from Page 2 of the Screening Form and record the first names or initials of each man aged 19 to 50 from oldest to youngest in the grid. (Remember, it is possible that more or fewer men may now live in the household. This is okay.)
- Follow these rules for selecting the one respondent you are to interview:
  1. If there is only one male aged 19 to 50 in the household -- no problem -- he's your respondent
  2. If there are two or more age-eligible men look at the numbers in Col. A of the grid. These numbers are 71, 72, 73, etc. The respondent is the man listed next to the lowest number used. (Make no substitutes for the selected man.) There are 12 versions of Page 2 of the Screening Form. Therefore, the numbers in Col. A are not always in the same position. This has been done so respondents are randomly selected by choosing the one with the lowest number if there is more than one man. So, if there are two men aged 19 to 50 and the person on the first line is John (#72) and the person on the second line is Tom (#71), then Tom is the respondent because he has the lowest number -- #71. Remember, if there is more than one man listed in the grid, the respondent may or may not be on the first line.

See example of a completed screening Q.3 on the following page.

- Circle the line number of the respondent and ask to speak with him if you are not already doing so
- Read the introduction for inviting respondents to participate on Page 2 of the Screening Form

Example:

ASK TO SPEAK WITH A MALE 19 TO 50 YEARS OF AGE. READ INTRODUCTION ON OTHER SIDE. THEN CONTINUE WITH Q.3.

3. When we contacted your household earlier this year, we were told there was/were (NUMBER OF MALES) men aged 19 to 50 years. Please tell me the first name(s) of the (NUMBER OF MALES AGED 19 TO 50 FROM Q.2b) men in this household aged 19 through 50. Start with the oldest and proceed to the youngest.

CD 03	10-11	Line #	First Name
		72	John
		71	Tom
		73	
		74	

**TO SELECT RESPONDENT:**

- IF ONLY ONE NAME IN Q.3, THAT PERSON IS THE RESPONDENT.
- IF TWO OR MORE NAMES IN Q.3:
  - FIND THE PERSON WITH THE LOWEST LINE #. THAT PERSON IS THE RESPONDENT.
- CIRCLE THE LINE # OF THE RESPONDENT AND ASK TO SPEAK WITH HIM. COMPLETE HOUSEHOLD QUESTIONNAIRE AND INTAKE RECORD.

**INTRODUCTION FOR INVITING RESPONDENTS TO PARTICIPATE:** As I said, The United States Department of Agriculture is conducting a study of food consumption patterns in specially selected households like yours across the entire country. Information about your household and about the foods and beverages consumed by you will be gathered. The information you provide is very important and will help ensure that everyone has a safe and adequate supply of food. This survey is authorized by law.

(IF ASKED, SAY: National Agricultural Research, Extension and Teaching Policy Act of 1977, Section 1428, 7 U.S.C. 3178.)

Your participation is voluntary, of course. However, everything you say will be kept strictly confidential and will be reported as statistics only.

Your household will receive a set of stainless steel measuring cups, spoons and a ruler to help report the amounts of foods and beverages consumed.

We are counting on your cooperation. Let's begin now.

**RESULT OF CALL RECORD**

Call # 16-17	1	2	3	4	5	6	7	8	REASON INTERVIEW NOT OBTAINED
Date 18-21	8/1/85	8/3/85							
Time 22-26	9:00 AM 1	9:00 AM 1							
	9:00 PM 2	9:00 PM 2							
Result Code* 27	3	1							

**\*RESULT OF CALL CODES:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>Interview obtained</li> <li>Interview not obtained (RECORD REASON, E.G., REFUSED, SICK OR ILL)</li> <li>Appointment made (RECORD DATE/TIME)</li> <li>Telephone busy (CALL AGAIN 1/2 HOUR)</li> <li>Respondent not home</li> </ol> | <ol style="list-style-type: none"> <li>No one home</li> <li>Respondent moved (RECORD NEW ADDRESS/ TELEPHONE AND ATTEMPT CONTACT: _____)</li> <li>Telephone out of order (TRY AGAIN)</li> <li>Telephone number changed (RECORD NEW NUMBER AND ATTEMPT CONTACT: _____)</li> <li>Other (SPECIFY: _____)</li> </ol> |
|--|---|

**FOR OFFICE USE ONLY:**

Version #: 09  
28-29

TOTAL MALES 19 TO 50 LISTED IN GRID ABOVE: 2

F. Tips for Capturing a Reluctant Respondent

Occasionally, a respondent will have questions, or will want reassurance about the nature and purpose of the study. Although you will develop your own answers to these questions as you gain experience in the study, here are some common questions and answers which may help you.

Q. How did you get my name?

A. Your address was scientifically chosen to be part of a national study that involves food. Many thousands of households in the United States have been selected to be part of this survey for the United States Department of Agriculture.

Q. Why are you doing this survey?

A. The United States Department of Agriculture is directed by Congress to conduct a survey to gather information about individual food consumption. The survey is done to collect information about the kinds and amounts of food people eat. It is one of the most important projects of the Department of Agriculture.

Q. What are you going to do with what I tell you?

A. The information you supply, along with information from thousands of other households, will be used to determine the best means of collecting information on individual food and beverage consumption. It will be used to design future national surveys of the American public and its eating and dietary habits. It will also be used to determine whether certain groups of people are not eating well enough to remain healthy.

G. What to Do About Movers and Refusers

It is possible, although very unlikely, that the household composition will have changed since the time of the original screening. If age-eligible men have moved in or out of the household use the following procedures:

Situation

Solution

- |  |   |
|--|---|
| ● All age-eligible men have moved out of the household | Terminate and record result code 0 with |
|--|---|

## Situation

## Solution

- More than one age-eligible man had lived in the household but only one remains  
This one's easy! Interview the one remaining age-eligible man
- The household has more than one age-eligible man regardless of how many were listed on the original Screening Form and regardless of whether these are the same men  
List all age-eligible men in the grid on Page 2 of the Screener and select as your respondent the one with the lowest screening line number next to his name. If he refuses, no substitutions are permitted

**NOTE: ANY MAN WHO WAS AGE 50 AT THE TIME OF THE ORIGINAL SCREENING IS STILL AGE-ELIGIBLE EVEN THOUGH HE MAY HAVE "TURNED" 51 IN THE LAST 3 MONTHS. HE SHOULD BE LISTED ON THE GRID FOR SCREENER Q.3 AND INTERVIEWED IF HE IS THE ONLY MAN OR IS THE SELECTED RESPONDENT. ALSO, ANY MAN WHO WAS AGED 18 AT THE TIME OF THE ORIGINAL SCREENING AND HAS NOW "TURNED" 19 IS NOT TO BE LISTED ON THE SCREENER Q.3 GRID**

Remember, you attempt an interview in every house in your sample which contains age-eligible men. Since only one interview is to be conducted per household, if there is only one age-eligible man then he is your respondent. If there is more than one age-eligible man list each man (oldest to youngest) in the grid and select the one with the lowest screening line number. No substitutions are permitted. If the selected respondent refuses, no one else in that household is eligible to respond.

### H. Result of Call Record

Complete the Result of Call Record at the bottom of the Screener on Page 2 for each household. Record a result of call each time you complete or attempt a contact with each household.

- Enter the day and month in the space provided for the date.
- Enter the time the visit/call began. Circle code 1 for morning calls and code 2 for calls at noon or after.
- Enter the appropriate result of call code for each interview attempted or completed by \_\_\_\_\_

Result of call codes are explained below:

<u>Code #</u>	<u>Explanation</u>
1	<u>Interview obtained.</u> Use this code when the household <u>and</u> individual intake records are completed for the eligible respondent.
2	<u>Interview not obtained.</u> Use this code when you were unable to complete an individual intake and household document. Be certain you record the reason in the grid in the space provided. Such reasons may include refused, sickness, vacation and the like.
3	<u>Appointment made.</u> Be sure to record the appointment time and date.
4	<u>Telephone busy.</u> Be sure to call again in half an hour since it is likely you will find someone home.
5	<u>Respondent not home.</u> Use this if the intended respondent was not at home when you attempted to interview.
6	<u>No one home/no answer after 10 rings.</u> Use this code if you visited in-person and no one was at home or if you telephoned and no one answered after 10 rings.
7	<u>Respondent moved.</u> Use this code if all age-eligible males who lived in the household at the time of the screening have moved away.  <b>NOTE: You do not have to record the new address or telephone number since the men will not be reinterviewed.</b>
8	<u>Telephone out of order.</u> Check with the telephone operator to see whether she/he can resolve the problem. If the operator cannot help you, call back in a day or so, as service may have been

Code #

Explanation

9

Telephone number changed. Be sure to record the new number and attempt to contact the intended respondent. Consult directory assistance for a new number if necessary.

0

Other (SPECIFY). Use this code for any reason not covered in the above codes.

NOTE: A completed interview includes both a Household Questionnaire and an Individual Intake Record

### III. INTERVIEWING PROCEDURES

This chapter outlines the interviewing procedures you use to interview each person once you have identified and secured cooperation for interview from the appropriate age-eligible man.

#### A. Documents to Be Completed

As you contact each household, present a copy of the USDA alert letter (see example on the next page). This will familiarize persons with the study. In addition to the Screening/Call Report Form, several other forms must be completed for each household. These include:

- Household Questionnaire
- Individual Intake Record (for males)

#### B. Sequence of Documents and Timing of Interviews

It is best to complete the Household Questionnaire first and then the intake record.

<p><b>AN INTERVIEW IS NOT COMPLETE UNLESS THE BACK OF THE SCREENING FORM, HOUSEHOLD QUESTIONNAIRE AND INDIVIDUAL INTAKE RECORD ARE COMPLETED FOR THE RESPONDENT</b></p>
---

Attempt to complete all interview documents for a respondent at the same time. We recognize this may not always be possible. Sometimes it may be necessary to temporarily discontinue an interview and to call again at a later time to finish it (e.g., if the respondent is unexpectedly called away). The list below tells you the acceptable places to stop, if necessary:

1. After the Household Questionnaire is completed
2. After a Man's Intake Record is completed

United States  
Department of  
Agriculture

Human Nutrition  
Information  
Service

Nutrition  
Monitoring  
Division

Federal Building  
Hyattsville, Maryland  
20782

Dear Survey Participant:

The U.S. Department of Agriculture is required by Congress to regularly conduct nationwide surveys about the foods and beverages people eat and drink. Your household is one of a small number in your community specially selected to take part in the 1985 survey. The survey will not only determine what kinds and amounts of foods people eat but will answer such questions as -- How much do Americans spend on food? Are American diets nutritionally adequate? Are this country's health problems related to how and what people eat?

This research, authorized by law (National Agricultural Research Extension and Teaching Policy Act of 1977, Section 142B, 7 USC 3178), serves many essential purposes. It helps the Department of Agriculture and other government agencies plan food policies and educational programs. It helps ensure adequate and safe food supplies for everyone. It helps health researchers understand diet and disease.

The Department of Agriculture has asked National Analysts of Philadelphia, Pennsylvania to conduct the survey. All information will be kept confidential and reported as statistics only. While you are not required to respond, your cooperation is vital to make the results of this survey comprehensive, accurate and timely.

We ask that you allow a National Analysts' interviewer to personally interview your household as soon as possible.

During the personal interview, a set of stainless steel measuring cups and spoons and a plastic ruler will be used to aid in reporting food and beverage amounts. The Department has authorized us to give each household these utensils after this interview is completed.

We are counting on your cooperation. If you have any questions, please call National Analysts toll free at 1-800-523-1114 or collect (from Pennsylvania) at 1-215-627-3110.

Thanks for your help and participation.

Sincerely,



Robert L. Rizek  
Director

C. Measuring Utensils

Use the measuring utensils -- cups, spoons and ruler -- during the interview to estimate quantities of foods/ beverages consumed. The respondent may keep these utensils.

D. Transmitting Completed Interviews to National Analysts

Send completed interviews to National Analysts at least twice weekly. We are on a very tight schedule and must code and process the data as soon as you can get it to us.

Remember, a completed interview consists of a Screening Form, a Household Questionnaire and an Individual Intake Record. Please keep these three pieces together for each respondent by using a paper clip or a rubber band.

#### IV. GENERAL INTERVIEWING INSTRUCTIONS

The next few pages explain the general rules which will be used when working with any of the documents for this study.

1. Know your introduction thoroughly so you can smile, look at respondents and tell them who you are and why you are there (purpose of the study). Assure respondents that all information is combined into statistical tables and that their opinions and information are confidential. Sound interested in what you are doing.
2. Know your work thoroughly. If you have any questions, speak with your Field Administrator before you start. Know the questionnaire well so that you can read the next applicable question without hesitation or stuttering.
3. ALL INFORMATION YOU GATHER IN YOUR WORK AS AN INTERVIEWER IS COMPLETELY CONFIDENTIAL AND MUST NEVER BE REPEATED TO ANYONE.
4. On the screening forms and questionnaires, instructions to you, the interviewer, always appear in CAPITAL LETTERS. These instructions are never read to the respondent. Instructions may be enclosed in parentheses, set apart in a box, or printed next to a question, but they are always capitalized. They may tell you whether or not to read certain answer categories. They may tell you whether to continue with the next question or, if a skip is indicated, which question is to be asked next. They may tell you where to record an answer. Questions to be asked of the respondent, the person you are interviewing, are always in small type.

For example, Q.8 of the Household Questionnaire:

8. Are there any other people who are not related to (you/MALE HEAD) living in this household?

(SKIP TO INSTRUCTIONS  
BEFORE Q.10)

Yes	1
No	2

5. Remember that questionnaires are always filled out in lead pencil, never in pen or colored pencil. Use a pencil for everything you write on the questionnaire. Be sure to have extra pencils with you at all times.

**NOTE:** In this study we will duplicate all questionnaires into microfilm, so it is essential that you make your entries dark enough and clear enough for this photographic reproduction. Remember, the data you record for this survey will be used by researchers for years to come.

6. Do not erase. If you record something incorrectly or if a respondent changes his mind, draw a line through the incorrect response and record the correction.

For example, Q.30 of the Household Questionnaire:

30. You said this household spent (AMOUNT IN Q.29) per (week/month). About how much of this amount, if any, was for nonfood items, such as cleaning or paper products, food bought for feeding to a pet or cigarettes? (**ENTER AMOUNT AND CIRCLE ONE CODE. IF NONE, ENTER "0."**)

\$ 25 .00

Per week	①
Per month	②

7. Read each question exactly as it is written. Do not reword, even though you may think of another way to say the same thing. The respondent's answer is prompted by the words in the question and a change in wording can very easily give a change in response.
8. Read each question in a calm, even tone of voice, stressing only underlined words. Varying the emphasis of a phrase could alter the meaning the respondent derives from a question. If the meaning of a word, phrase or question is asked, your stock answer is, "Whatever it means to you."

9. If a question ends with a question mark (?), do not read the precoded (typed) answer categories. If a question ends with a colon (:), read the precoded (typed) answer categories.

If the precoded answer categories have commas (,), read all the categories at one time until you reach the question mark (?), then get a response from the respondent.

For example, Q.32 of the Household Questionnaire:

32. Which one of the following statements best describes the food eaten in your household during the last two months:

**(READ AND CIRCLE ONE CODE)**

Enough of the kinds of food we want to eat,	1
Enough but not always what we want to eat,	2
Sometimes not enough to eat or,	3
Often not enough to eat?	4

10. Precoded questions have numbers or codes to the right of the answer categories. When completing a precoded question, circle the appropriate code number that best represents the respondent's answer, and not the answer category itself. The answer to a precoded question may appear in a number of different ways, but each answer will have a code number attached to it. If none of the precoded answers apply, explain the respondent's answer fully.

For example, Q.17 of the Individual Intake Record:

17. What is your national origin or descent?

20

Chicano	1
Cuban	2
Mexican/Mexicano/Mexican American/Spanish American	3
Puerto Rican	4
Spanish	5
Other Latin American	6
Other Hispanic ( <i>SPECIFY</i> ) _____	0
Non-Hispanic ( <i>SPECIFY</i> ) <i>Polish</i>	7

11. Do not accept a quick "Don't know" response to any type of question. The "Don't know" response can mean that the respondent does not understand the question and says "Don't know" to avoid saying that he does not understand. It can mean that the respondent simply needs more time to think, or it can mean that the respondent is afraid of giving the wrong answer. Finally, the respondent really may not know or really may have no opinion on the question.

Try to repeat the question or to probe for an answer. If you wait quietly -- but expectantly -- the respondent will usually think of something further to say. Other useful probes include: "What do you think?" "Just give me your best estimate," "Your guess would be better than mine," and "There's really no right or wrong answer to this question."

Always try at least once to obtain a reply to a "Don't know" response before accepting it as the final answer. But be careful not to antagonize the respondent or force an answer if he repeats the "Don't know" response.

If your probes are not successful, write "D.K." (Don't know) next to the precoded answer.

12. There are some questions in each of the questionnaires which are asked of all respondents. Others are asked only if specific responses were obtained in earlier questions. If there is a circle around the question number, it means every respondent is asked that question; it is never skipped.

If you go past a circled question number without asking the respondent the question, then you have followed a skip pattern incorrectly. Go back to the previous question number that is circled, make certain you have asked the respondent that question, and carefully follow the skip pattern associated with that question.

13. Watch the skip patterns carefully. They are designed to keep you from asking questions that do not apply to a particular respondent.

Whenever questions are skipped because of a skip instruction, put a slash through the questions which are not asked. This tells us that you were following instructions and did not unintentionally overlook asking those questions.

For example, Q's 49 and 50 of the Household Questionnaire:

49. Does anyone in this household operate a farm or ranch?

	Yes	①
(SKIP TO Q.51)	No	2

50. Did sales of crops, livestock and other farm products from this place amount to \$1,000 or more?

	Yes	1
	No	2

14. For some questions you will show or hand the respondent a card which contains the possible answers to a question. Record the respondent's answer on the questionnaire. Never write, or let the respondent write, on a card. You must use these same cards for all of your interviews and return them to us when you have completed your assignment.
15. Be extremely careful in handling any show cards. Double check to make sure that you are using the correct card for each question. Several of these cards may look alike. You will always be told which card to use.
16. In the case of a respondent who rambles on away from the question you are asking, you should bring him back on track by saying, "Yes, I see. Now let's get back to this question." Proceed with the next question.
17. All interviews will be validated. So please be very accurate and thorough when recording respondents' answers.
18. Record the key word of any indirect probes you use to clarify vague responses by circling the word or enclosing it in parentheses.

For example, in Q.18 of the Household Questionnaire:

18. In the last three months, what type of work has he done at this job?  
(PROBE FOR DUTIES)

TYPE OF WORK: Management (teller) I manage the sales dept  
in a sporting goods retail stores

Note that the one-word answer "Management" does not fully detail the type of work done at the job. By using the indirect probe "TELL," which is the key word for "Tell me more about your job," you will find out more about that job.

Other examples of probes and the key words which should be indicated on the questionnaire are:

What do you mean? (MEAN)

Why do you say that? (WHY)

Please explain. (EXPLAIN)

Is there anything else? (ELSE)

V. QUESTION-BY-QUESTION INSTRUCTIONS: HOUSEHOLD QUESTIONNAIRE

The Household Questionnaire (that's the one with the picture of the house we all aspire to) provides us with an update of household composition since the screening was conducted about three months ago, as well as information on household food expenditures, the ability to obtain adequate food, participation in food stamp, and the Women, Infants and Children (WIC) programs, and demographics.

This document must be completed for every household. It is necessary for data analysis, since each individual in the survey must be linked to key demographic variables such as household size, composition and food expenditures.

This questionnaire is a revised version of the document used in the main survey. To be consistent for this sample of men, we have reworded the questions for men, repeated the same question numbers and indicated which question numbers have been omitted.

A. Identifying Data and Introduction (Page 1)

● Time

Record the time the household interview began in the box at the upper right. (Record the time ended when you complete the household interview.)

● Respondent's identification

Record this information from the copy of the Screening Form into the boxed area. Be sure to record both thesegment # and HU #. Enter the respondent's screener line number from Q.3 of the Screening Form grid and his full name.

● Interview date/type

- Enter the month, day and year of the interview. Use this key for months.

01 = January	07 = July
02 = February	08 = August
03 = March	09 = September
04 = April	10 = October
05 = May	11 = November

- Your identification

Enter your full name (first initial and last name if there are not enough boxes for your full name) and your ID number in the boxes. This number will be assigned to you by your supervisor.

- Introduction

Use the introduction at the bottom of Page 1.

If the respondent is not at home and an appointment is made, record the callback date and time on the line provided.

Use the "IF ASKED" section if you need to reassure a respondent about his participation and the study's legitimacy.

- Transfer household size to household grid

Determine the number of persons in this household by looking at the answer to the Screener Q.1. Open the first page of the Household Questionnaire and open out the folded page called a "flap." Circle the number at the left side of the household grid on the flap which represents the number of people in this household at the time of the original screening. Be sure to do this. You will be asked to check this number later and update it if necessary.

## B. Household Composition Questions

Q's 1 and 2 and 7 and 12      Are questions which establish household composition, age and sex of its members, and whether any unrelated members share household food supplies.

Ask you to identify the male head of household and to record his name and date of birth on the questionnaire flap. If the respondent is the only adult male in the household he is considered to be the male head. If there is more than one adult male in the household be sure to identify which one is the male head and list him on the first line of the grid. Name and age are recorded in Cols. A and C. When recording age use the numerical designations for month as described in "Interview date/ type" above.

Enter only the last two digits for year. Please be sure dates of birth are accurately recorded. The respondent's age is essential to the study since analyzing his nutritional well-being is based upon his age, i.e., men who are aged 25 have different nutritional requirements than men who are aged 45.

Q's 3 to 6

Are omitted in this "male version" of the questionnaire.

There is a typo on the document which says Q's "3 and 6" are omitted. It should read "3 to 6."

Q.7

Establishes the first name, relationship and date of birth of all household members related to the respondent. Enter this information in Cols. A, B and C of the grid on the flap.

Record the relationship to the male head of household (the person on line 0) in Col. B. For instance, the person may be the wife, son, daughter, father, aunt, etc., to the male head. Record information for the oldest related person first and continue to the youngest. Use numerical designations for month as described in "Interview date/type" above when recording each person's date of birth. If any household member's date of birth is not known, record a "best guess" and make a note that the date of birth is estimated by recording "est" next to the date of birth.

Be sure to circle a code for sex for each person. It is not always obvious from the name.

Q.8

If there are no other people in the household other than the ones listed in the grid, skip to the instruction box before Q.10; otherwise, ask Q.9.

Q.9

Record name, relationship, date of birth and sex for each additional person in Cols. A through D on the flap. Do not skip any lines.

Checking  
the number  
of household  
members

Remember we said you would check this number? Well, here we go -- if the number circled in the lefthand column labeled "Household grid #" is not the same number as the number of household members listed in the grid, make the necessary corrections on the flap or explain as described below Q.10.

Q.10

Jogs the respondent's memory to make certain no one in the household was missed. If he forgot the new baby or old uncle Morgan, you have to go back and get the name, birthdate, sex and relationship for these people, too.

Explaining  
differences  
in number of  
household  
members from  
Screener to  
current time

It is possible that the household composition has changed since the household was screened. If this is the case record the reason on the lines provided (e.g., some reasons might be -- a baby was adopted, daughter moved away, grandfather died, a son moved back into household).

Q.11

Establishes whether unrelated household members share this household's food supplies. The key here is whether or not this person generally or usually shares household food supplies, that is, eat and/or contribute food that is shared by all members of the household.

Q.12

Establishes who is the main meal planner/preparer. Be sure to record this person's name and household grid # in the box in the space provided for Q.12.

C. Work History and Education Questions

Q's 13 to 19

Gather education level and recent work history information for the male head of household, if he is not your respondent. If the respondent is the male head of household skip these Q's and go to Q.21. These questions will be asked about your respondent later in his Intake Record.

- Q.13 Give respondent Card A for reference. If it appears the respondent is having difficulty reading Card A, you may read it aloud. Male heads of household have frequently been doing more than one of these activities during the last week. Probe to find out which one activity describes his activity last week best, that is, what he was doing most of the time.
- Q.14 This question is skipped if a code 1 is circled in Q.13. "Work" includes any full- or part-time work for which money, goods or services were received. Work includes active duty in the Armed Forces.
- Q.15 Be sure the respondent tells you only about the last 3 months -- that is, a total of 13 weeks. If he says, "20 weeks," since there are fewer than 20 weeks in 3 months, you need to probe for the correct number. If the male head has not worked in the last 3 months, enter "0" so we will not think you inadvertently skipped the question. If the answer is "0," go to Q.19.
- Q.16 Here again, the key word is usually. The male head may have worked 10 hours last week and 20 the week before but, when probed, the respondent will tell you he usually worked 35 hours a week in the last 3 months.
- Q's 17, 18 These questions must be answered fully in order for us to classify this person's occupation. The job and the kind of business or industry are all used to fit the occupation into one of the established Census Bureau categories.
- Q.17 The kind of business or industry must be clearly described. For instance, recording "Medical" is too general. We need to know that the business was a drug company which makes prescription drugs or that it was the medical department in an automobile assembly plant. Please probe for detailed information. If the male head holds more than one job, report on main job only, that is, where he spends most of his time.

Q.18

Please be specific! We often get answers to this question such as "Restaurant worker." "Restaurant work" could mean the person was a manager or that he was a short-order cook or a dishwasher. Give us specifics such as train engineer, electrical engineer, mechanical engineer, aeronautical engineer, etc.

When probing for actual duties, please be specific; give us information such as "Files and answers telephones," "Prunes trees," "Drives a truck," etc. These should be activities associated with the person's job, not necessarily tasks actually performed in the last three months. Sometimes, not all activities are performed all the time. We need to know what are the jobs, tasks, etc., that go with the person's job title.

Q.19

Circle the code which corresponds to the highest grade of formal schooling completed, not the number of years attended. Convert the answer to one of the codes listed if necessary. Circle code 12 if he has a GED degree. Formal schooling does not include trade or vocational schooling, company training or tutoring unless credit is given which would be accepted at a regular school or college.

D. Usual Meal Consumption and Expenditure Questions

Q's 21 to 25

Establish the number of meals eaten from home food supplies and at school programs as well as the number of meals bought and eaten away from home or received as a gift or pay.

Q.21

Is asked about everyone whether they are related or unrelated household members.

Meals from household food supplies are:

- Meals eaten at home, including carry-out foods (e.g., pizzas, Chinese food, fried chicken) eaten at the respondent's home or foods brought from someone else's home into the respondent's home

- Meals made from home food supply and carried away to be eaten, for example, at work, school or picnics
- Meals made in a second home such as a summer cottage, on camping trips and the like

Count as meals from home food supplies any family picnic or cookout, even if most of the main foods served (steaks, family-caught trout, frankfurters, rolls, watermelon, ice cream, etc.) were purchased or obtained as individual food items en route and did not "come into the home." If the family shared with others in furnishing the food, count the meals eaten by the household and disregard the meals eaten by persons not in the household.

Q.22

Is asked only about related family members.

Meals eaten away from home are:

- Bought or purchased
- Received free such as by being a guest or as payment for work

If there is any purchase of complete meals such as box lunches, carry-out meals, ready-made sandwiches with beverages and the like, which are eaten away from home, then they are not from home food supplies. Such meals are counted as meals bought and eaten away from home.

Q's 23 to 27

Are asked only about children born between 1967 and 1979 -- that is, approximately 6 to 18 years of age. Refer to the household grid to determine whether or not to ask these questions. Ask these questions in sequence for each child.

Q.23

This may be a public or a private school.

- Q.24                   Once more, the key is usually. The child may not have eaten at school all last week because she/he was sick, but the answer is 5 if she/he usually has lunch at school every school day. During school vacations, refer to the school term just completed.
- Q.25                   Lunches for which the child pays nothing are considered free, that is, "yes" -- code 1 -- even if those lunches are paid for by government funding. If the child pays something, even if it is a reduced price, the answer is "no" -- code 2.
- Q's 26 and 27        Are similar to Q's 23 and 24 respectively. A carton of milk is not a complete school breakfast.
- Q.28                   Is asked only about children born between 1979 and 1984 -- ages 1 to 5. Again, refer to the household grid. Record the answer in Col. M of the grid on Page 4. This includes any day-care program that provides an kind of food to the child regardless of the number of days he/she attends the program. Food sent with the child from home food supplies does not count.
- Q's 29, 30  
and 31                Establish average or usual expenditures in the last two months for food and nonfood items brought into the home and for food bought and eaten away from home.
- Q.29                   Is the typical amount spent per week or per month at a supermarket or other food or beverage stores for food brought into the home in the past two months.
- Q.30                   Asks for the amount of the total in Q.29, if any, which was for nonfood items. If, for example, a respondent said the household spent \$150 a week (Q.29) at the supermarket, delicatessen, meat market, vegetable stand, etc., in Q.30 he is now asked to tell you how much of that \$150 was for nonfood items.

He can no doubt quickly tell you how much was for dog food, charcoal, flowers, toilet paper, toothpaste, cigarettes, etc., if he included these in Q.29. If the total amount was all for food, then enter "0" in Q.30. Be sure to circle a code for per week or per month.

Q.31 Now that we have established how much was spent on food brought into the home, this question asks the respondent to think back over the last two months and tell you how much the household spent per week or per month on food bought and eaten away from home.

Q.32 Let the respondent decide which category best describes the household situation concerning the kinds and amounts of foods eaten in the household.

#### E. WIC and Food Stamp Program Questions

Q's 33 to 34 Are questions about the participation in the Women, Infants and Children Program (WIC). This program provides milk, formula and some food products to qualifying mothers, expectant mothers and infants.

Q.33 This program is familiar to households which have participated in it. If the household does not know about the program, no doubt the answer to Q.33 is "no."

Q.34 If anyone received WIC benefits last month -- that is, the calendar month before the interview -- be sure to circle her/his line number in Col. N of the grid. If the interview is taking place in August you would ask about July. If you are interviewing in July, then ask about June.

Q's 35 to 42 Ask about participation in the food stamp program.

Q.35 Is asked of everyone. It asks whether any member of the household received government food stamps during the current month, i.e., the month in which the interview is being conducted. It doesn't matter whether the

food stamps were for a particular person, a group of people, or all the household members; what is important is whether or not one or more members of the household at any time during the current month received food stamps.

The answer is "yes" if any current member of the household received the food stamps. If someone who used to live there but no longer does received the food stamps, they do not count.

If no one received food stamps during the current month, circle code 2 and skip to Q.39.

Q.36 By "authorized," we mean entitled to received food bought using food stamps. This includes the adult who actually applied for the food stamps and his/her dependents.

Q.37 Record the exact dollar amount of the food stamps.

Q.38 We want to know the last date that the household actually received food stamps -- the date a new batch of food stamps was actually in hand.

Q.39 Asks whether any member of the household received food stamps during last month, i.e., the calendar month before the interview. If the interview is taking place in August, you would ask about July. If the interview is taking place in July, you would ask about June.

It doesn't matter whether the food stamps were for a particular person, a group of people, or for the entire household; what is important is whether or not one or more of the household members received food stamps at any time during the last calendar month.

The answer is "yes" if any current member of the household received food stamps. If someone who used to live there but no longer does received the food stamps, they do not count.

If no one received food stamps during the last calendar month, circle code 2 and skip to Q.43.

- Q.40 See the instructions for Q.36 for the definition of "authorized."
- Q.41 Record the exact dollar amount of the food stamps. Check Q.38. If it is answered, skip to Q.43.
- Q.42 See the instructions for Q.38.

#### F. Financial Questions

- Q's 43 to 50 Are questions about income, housing expenses, as well as assets.
- Q's 43 to 47 Give respondent Card B for reference.
- Q.43 Is concerned with the amount of income available to the household during the calendar month before the interview. If you are interviewing in August, you would ask about July. If you are interviewing in July, you would ask about June. This includes income from any household member, except roomers, boarders and employees. Income from room-mates or partners must be reported here.
- Q.44 We need to know whether any household member received any income in the last calendar month from any of the sources a to h. Since we are interested in the amount of income available to the household in the month before the interview, we want to know about money actually received from these sources, not money owed to the household, but not yet received. Q.44 asks the respondent to answer "yes" or "no" for each source of income described on Card B. For each item (be sure to include g and h), circle the answer code in Col. Q.44. If it appears that the respondent is having difficulty reading Card B, you may read it aloud.

Q.45

Asks for the total amount received by all household members (except roomers, boarders and employees) during the last calendar month from each source a through f which applies to the household you are interviewing. Ask Q.45 for each source a through f with a code 1 -- "yes" -- in Q.44. Q.45 would be skipped only if all sources a through f are code 2 -- "no" -- in Q.44. This latter situation is very unlikely. Report only whole dollars here. Ask the respondent to estimate if he is somewhat uncertain. He can consult with others if they are home or should look through records if they are available.

Q.46

Asks for the total amount received by all household members during the last calendar year from sources g and h. These two sources of income are not always received monthly, and respondents often cannot report them on a monthly basis. If money was received from either or both of these sources in 1984 -- code 1 in Q.44 -- the yearly total is to be recorded in Col. Q.46.

Report only whole dollars here. Ask the respondent to estimate if he is somewhat uncertain. He can consult with others if they are home or look through records if they are available.

Q.47

Asks for the total income from all sources before income taxes of all household members regardless of age, except roomers, boarders and employees, for all of 1984.

If, during the interview, you determine that the household did not exist as a household during the entire year 1984, circle code 1 and go on to Q.48. The respondent must volunteer this information; do not ask for it. A household did not exist as a household unit if the male and female heads of household were not living together from January 1, 1984 until the present time. This includes people who have married or have become a household unit since January 1, 1984, and households

- Q.48 Establishes whether the home this family occupies is owned or being bought, rented or is occupied free.
- Q's 49 and 50 Concern whether the household operates a farm. Let the respondent decide this. If the household is not operating a farm, go on to the Man's Intake Record; otherwise, let the respondent decide whether sales from this farm equal \$1,000 or less. This is income from any farm the household operates; it need not be land attached to the household's residence.
- Time Ended Record the time the Household Questionnaire was completed on the upper right of the front cover.

GO ON TO THE MAN'S INTAKE RECORD

## VI. QUESTION-BY-QUESTION INSTRUCTIONS: MAN'S INTAKE RECORD

The Man's Intake Record (identified by the picture of the man eating a sandwich) is used to collect information about all foods and beverages consumed by the selected age-eligible man in the survey household for the calendar day before the day of interview. In addition, pertinent demographic, health and dietary-related questions are asked.

One record is to be completed for this man 19 to 50 years of age. He is to speak for himself and to recall the foods and beverages which he consumed for the day preceding the interviewing day.

### A. The Food Instruction Booklet (FIB)

Each Individual Intake Record is designed to be completed with the aid of the Food Instruction Booklet (FIB). The Food Instruction Booklet is a yellow, spiral-bound book for your use as an interviewer in administering the Intake Record.

Successfully completing the Individual Intake Record largely depends upon your correct use of the FIB. During this portion of the survey, respondents are asked to give complete descriptions of the foods and beverages they consumed the day before the interview and the actual quantities consumed. These descriptions must be complete and precise in order to be of any value to the study. While you may think there is not much difference between four ounces of chicken eaten with skin as compared to four ounces of chicken eaten without skin, there is. In some cases, the difference can be several hundred calories, not to mention the amount of fat and other vitamins/minerals. Therefore, we have developed and expect you to use the FIB to help you record many details about the foods and beverages consumed by the respondent.

You will use the FIB in conjunction with the measuring cups, measuring spoons and ruler that you will distribute to respondents to report precise quantities eaten.

#### 1. Description of the FIB

The FIB contains all of the questions you will need to ask in order to describe foods eaten and beverages drunk and to quantify the amounts consumed.

The FIB is organized as follows:

- Instruction page: This explains how the book must be used, how to describe each food/beverage item and how to determine the amount actually consumed. Read these instructions very carefully.
- Specific food-category pages: Ten pages with each page representing a food category or major class of food are included in the FIB. They are:
  - Spreads, gravies, sauces, sweeteners
  - Snacks
  - Mixed dishes, sandwiches, frozen meals
  - Meat, poultry, fish
  - Fruits, vegetables, salads
  - Cheese, yogurt, eggs
  - Candies and desserts
  - Breads, cereals, pasta, rice
  - Beverages
  - Baby foods, infant formulas

Each food-category page contains three columns of information, as follows:

- The left column identifies particular food/beverage items within that major food category. For example, under candies and desserts, six subgroups are specified: cakes, pies, doughnuts, cookies, ice creams/puddings and candies.
- The middle column on each food-category page contains questions which you must ask and which the respondent must answer to completely and accurately describe the food eaten. For example, if the respondent had cake for dessert, you must ask and he must answer five questions to fully complete the description: 1) what type of cake, 2) presence of icing, 3) number of layers, 4) which preparation and

5) what brand name it was (if it was a commercial product).

- The right column of each food-category page tells both you and the respondent the preferred ways to report the amount ingested. Following along with our cake example, the respondent should tell you the amount consumed in only one of two ways: 1) the size of the whole and what portion of the whole was eaten OR 2) the dimensions and shape of the piece eaten. The important thing to remember is that the amount should only be reported in a measure that is specified for that type of food/beverage. Any food can be reported in grams (taken directly from the packet) or an equivalent weight measure such as ounces or pounds. Only the measures indicated in the FIB and grams, ounces or pounds can be listed to report food or beverage quantities.

- Conversion table: This is a reference guide on the last page of the booklet. Different volume and weight measures are shown. Consult this table if the respondent has a question about the relationship between different measures (e.g., pints and cups). Do not compute or convert any measurements reported. If the respondent tells you pints or quarts and not cups, that is perfectly acceptable. If necessary, we will do the mathematical computations in our offices.

## 2. When and how to use the FIB

Use the FIB every time you complete an Intake Record. Refer to it yourself and also give one to the respondent so he can follow along with you. At the end of the interview, ask the respondent to return the FIB.

More specifically, use the FIB for Q's 20, 21 and 22. Q.20 asks for the names of everything the respondent had to eat or drink; Q.21 asks for a complete description of the food or beverage; Q.22 asks for the exact quantity of the foods or beverages.

For each of the respondent's "eating or drinking occasions," you will list all foods/beverages consumed on separate lines in the column provided for Q.20. Thus you will have provided the name of each food/beverage.

The next step is to use the FIB to find the food-category page for each food/beverage. Go to that page, find that food/beverage in the left column, and answer all the questions (in the middle column) for that food/beverage. Generally, these questions ask for descriptions of the type, preparation and brand name of the food/beverage item.

For example, if the "eating or drinking occasion" is breakfast, and the respondent had butter (perhaps on his toast), you should turn to the "spreads, gravies, sauces, sweeteners" food-category page of the FIB, in order to provide a complete description of that butter. As you look at this page, you will see that butter happens to be the first entry in the left column. The questions to be asked about that butter are in the middle column -- they concern type, form and brand name. All these questions must be answered in the column provided for Q.21 in the Intake Record.

The final step is to report the exact amount of the food/beverage consumed. Refer again to the appropriate food-category page of the FIB -- specifically, the right column. This information is used to answer Q.22. The right column lists the preferable ways by which you should describe the amount of the food/beverage consumed by the respondent. As a general rule, you should report the amount only in one of the measures listed in the right column for that particular food/beverage. Remember, if a respondent cannot tell you the amount in one of the ways listed in the FIB, he can always tell you in ounces, pounds or other weight measures. As a last resort, draw the food, give dimensions and tell us the shape of the food. Use the measuring cups and measuring spoons as necessary to estimate volume consumption.

For example, the butter mentioned previously may be described according to the FIB in terms of teaspoons, tablespoons, cups, pats or sticks. If the respondent is unable to describe the amount in these terms, report it in weight (ounces or pounds) or give the dimensions of the piece of butter. A description such as "a small piece" is not acceptable.

If no measure other than dimensions can be reported, use the ruler to give these dimensions. If the food item is square or rectangular, report the item's length, width and height. If the food item is cylindrical, report its diameter and height. If the food item is a wedge, report its height, width and length.

You and the respondent may refer to labels from cans, packages and wrappers as necessary, reporting only on that portion of the whole that was consumed.

More complete instructions and details about Q's 20, 21 and 22 can be found in the question-by-question instructions (Section E) of this chapter. Be sure to read and follow them.

## B. Measurement Methods

There are several ways to estimate amounts or quantities of food/drink consumed. These are outlined here for your reference.

### ● Three basic approaches:

- Weight: How heavy/dense something is (e.g., 2 oz.) (How much does it weigh on the scale?)
- Volume: Size container into which something fits; how much space something takes up (e.g., 1 cup, tsp.)
- Size:
  - . Relative size: Some items can be adequately quantified by describing their relative size. Was the apple small, medium or large?
  - . Physical dimensions: Measurements (e.g., length, width, height, diameter)

### ● Weight and volume sometimes confused

- Weight appropriate for things placed on scale directly (e.g., meat, chicken, bread)
- Volume appropriate for things that must be placed in container to estimate quantity (e.g., milk, dry cereal, honey)



- Use these notations:

- . Pounds = lb.
- . Ounces = oz.
- . Grams = gm.
- . Cooked = cw
- . Raw = rw

## ● Volume

- Common units are:

- . Cups or portions of cups
- . Tablespoons, teaspoons or portions of these
- . Fluid ounces

- Must indicate level tbls. or tsp. measures only

- Must indicate for powdered, condensed products whether item or corresponding quantity is diluted or not, and if diluted, with what (e.g., Was the soup made with water or milk, whether commercial or home-prepared?)

Example: 1/4 cup of cocoa. Was this the amount of dry cocoa powder used or was it the amount of cocoa actually drunk after it was mixed with liquid? Was it mixed with water, with milk, with both water and milk?

- Items typically reported this way:

- . All liquids, particularly beverages
- . Pastas, cereals
- . Eggs (other than fresh)
- . Cheese: soft variety, cheese spreads
- . Spreads, sauces, cream, butter, etc.
- . Fillings: tuna salad, etc.
- . Fruits and vegetables: cut up, small pieces
- . Salad: tossed salad, cole slaw
- . Ice cream, pudding

- Use these notations:

- . Cup = C.
- . Tablespoon = Tablesp. or Tbls.
- . Teaspoon = Teasp. or Tsp.
- . Gallon = Gal.
- . Quart = Qt.
- . Pint = Pt.
- . Fluid ounce = Fl. oz.

● Relative Size

- Items typically reported this way:

- . Fruits
- . Vegetables
- . Poultry pieces
- . Meat cuts such as ribs and chops
- . Fish and fish pieces
- . Eggs
- . Cookies
- . Doughnuts
- . Biscuits, muffins, rolls, bread

- Use these notations:

- . Small = sm.
- . Medium = med.
- . Large = lg.
- . Thin = thin
- . Thick = thick

- For eggs:

- . Small = sm.
- . Medium = med.
- . Large = lg.
- . Extra large = ex. lg.
- . Jumbo = jum.

● Size: Physical Dimensions

- If food is irregular shape, draw item and/or give dimensions and name of shape (i.e., 1 rectangle, 2" L x 1" W x 1" H)
- Common units are:

- . Square → Length, width, height
- . Rectangle → Length, width, height
- . Circle or cylinder → Diameter, length or height
- . Wedge → Height, width of arc, length

or

Proportion of whole and diameter (e.g., 1/8 of 10" round pizza pie)

- Use these notations:

- . Length = (L)
- . Height = (H)
- . Width = (W)
- . Diameter = (D)
- . Inches = (")
- . Feet = (')

Example:

3" x 4" x 1"  
(L) (W) (H)

C. Identifying Information and Introduction -- Front Cover

To be certain that each Man's Intake Record can be linked to the appropriate household and that the record covers the correct time period, complete the identifying information on the front cover as follows:

- Enter the starting time and circle AM or PM. (Return at the end of the Intake Record to record the ending time in the same manner.)
- Record the six-digit segment number and three-digit housing unit number in the boxes provided. (Remember, every Intake Record from the same housing unit will have the same segment and housing unit numbers.)

- Record respondent identifying information from the Screening Form and the Household Questionnaire indicating:
  - Man's first name. This is especially important in case numbers get mixed up or confused.
  - His two-digit screening line number. (This number is either 71, 72, 73, 74, etc. This is true for either Sample #1 or Sample #2.)
  - His two-digit household grid number. (In some cases this will be 01 because the man aged 19 to 50 with whom you are conducting the interview may be the male head of household. This number comes from the Household Questionnaire -- i.e., the form with the picture of the house on it -- and is taken directly from the flap on which all persons regularly living in the household have been recorded.)
- Enter the date and circle the day of the week to be covered by the Intake Record. You will be collecting food intake information for the calendar day just before the day the interview is administered. For example, if the interview is taken on a Friday, the intake record will cover the 24 hours of Thursday. A calendar day is a 24-hour period starting at midnight (12:00 AM) and continuing to 11:59 PM. Midnight is 12:00 AM; noon is 12:00 PM.
- Enter your name and three-digit ID number in the boxes provided for this information.
- Use the introduction if not used earlier or if the respondent needs reassurance to complete the Individual Intake Record.

#### D. Demographic and Health-Related Questions

The Man's Intake Record begins with questions about employment, schooling, level of physical activity, smoking, race and ethnicity (Q's 1 to 17). This information is used to categorize respondents into different groups (e.g., smokers and nonsmokers, persons with good to excellent health and those with poor health). This allows us to compare the food consumption patterns for different groups of men. Therefore, they are especially important and should not be overlooked.

- Q's 1 to 8  
(Q.7 omitted) Are asked of all men completing the Individual Intake Record. These questions are the same as Q's 13 to 19 in the Household Questionnaire where they were asked about the male head of household. Refer to Chapter V for specific instructions.
- Q.9 Circle only one code corresponding to the respondent's assessment of his own health at the present time.
- Q's 10 and 11 Pertain to the respondent's usual level of physical activity. If for some reason the respondent has been ill or his activities have been unusual (e.g., on vacation, unpacking from moving), ask him to think about his typical or customary behavior. Q.10 refers to physical activity on the job and/or with regard to housework, while Q.11 focuses on leisure time, that is, time not spent at a job or doing household chores. In both questions, read the answer categories -- underlined words only -- until you come to the question mark, that is, after category 3 -- "light." Read the words in parentheses only if the respondent asks for clarification about what is meant by heavy, moderate or light activity. If a respondent is confined to a wheelchair or bedridden, circle code 4 in Q.10 and skip Q.11 altogether.
- Q's 12 to 15 Focus on prior and current smoking habits. Only cigarettes are of interest. Pipes, cigars and other tobacco forms are not included. Follow the skip patterns, as they keep you from asking unnecessary questions. In Q.15, regularly is to be defined by the respondent. It can mean as much as two or three packs per day to as little as less than one cigarette per day. Circle code 00 if the respondent has stopped smoking regularly at any time during the past year.

- Q.16 One code should be circled for white, black, Asian/Pacific Islander, Aleut/Eskimo or American Indian. If none applies, circle code 0 and specify what race the respondent considers himself to be.
- Q.17 Pertains to ethnic background or descent. Do not read the answer categories. All non-Hispanic origins (e.g., Irish, Italian, French, Indonesian) are code 7. Be sure to record the respondent's answer verbatim if this code is circled. If the respondent is of Hispanic origin, circle one of the applicable codes 1 through 6 depending upon the word or words he uses to describe himself. If "Castilian" or other Hispanic origin is mentioned that does not precisely fit the words used for codes 1 through 6, circle code 0 and record the response verbatim. We can then make the correct classification.

## E. Food and Beverage Intake Questions

Q's 18 to 28 These questions pertain specifically to the foods and beverages consumed by the respondent on the calendar day before the interview. Be sure to read the introduction after Q.17 to the respondent. This will help him understand the types of questions to be asked and will prompt him to think about what he ate and drank.

Pages 4 and 5 are the answer sheets for recording responses to Q's 18 to 28. Additional recording space is also available on Pages 6 and 7. The questions themselves are displayed on flaps at either side of the Intake Record. Q's 18 to 25c are on the left flap and Q's 26 to 28 are on the right flap. (The right flap is attached to Page 7.) Note the darkened boxes before each question along the flaps of the questionnaire -- they are the "road map" for this process. Use them as reminders or checkpoints if necessary. Once you have opened the flaps,

flaps, be sure to read the statement above Q.18. This tells the respondent exactly what 24-hour period is to be reported.

Q's 18 to 19

Are to be answered once for each eating or drinking occasion, beginning with the very first food or drink taken after midnight.

Q.18

Begin the record by saying to your respondent, "Think now about everything you ate or drank during yesterday's 24-hour period -- that is, beginning at 12:00 AM midnight on [name yesterday's day of the week] and ending at 11:59 PM last night. Starting with the first time you ate or drank something yesterday, at about what time did you begin eating or drinking this?" Record the exact time in the column provided for Q.18. Do not forget to circle the code for AM or PM.

Q.19

Do not suggest the name for any given eating or drinking occasion. Enter the proper answer code in the column provided for Q.19 on page 2. Do not circle that code within the question on the flap itself. If none of the codes 1 to 6 corresponds with the respondent's name for such an occasion, record a code 0 and enter the name by which such an occasion is known to him in the space for the answer code for Q.19 on Page 2. "A party" or "picnic" are examples of other names for eating or drinking occasions.

Q's 20, 21,  
and 22

Ask for a complete description of the food or beverage, and the quantity actually eaten or drunk by the respondent. Foods left on the plate or not tasted are not included. Only items swallowed or ingested by the respondent count here, including those eaten while preparing meals or cleaning up. Tasting of sauces or vegetables, etc., should be counted.

The information required for each food item is:

- The name (e.g., tuna fish salad, pecan pie)
- The description (e.g., brand for ready-to-eat cereals, raw or cooked, cooking method if cooked, low-calorie or diet, diluted or concentrated)
- The actual amount consumed

This is where the Food Instruction Booklet (FIB) is used. Be sure to read Section A of this chapter pertaining to the FIB. It outlines the organization of the booklet, and describes when and how to use it.

The food value of items eaten, or beverages drunk, will vary depending upon the kind of item, how the item was prepared, whether or not the fat on meat was eaten, how much was consumed, and so on. Omission of any items will affect the estimates of the total nutrients consumed by this respondent on any given day. It is, therefore, imperative that you use the FIB to determine what information must be recorded to fully describe the food or beverage and to appropriately quantify the amount consumed.

Q.20

Have the respondent tell you the names of all the foods he ate and beverages he drank on this occasion. Record these, one item to a line, as the respondent lists them.

Use direct probing to be sure that the respondent has not forgotten any food items. For example, if a beverage such as tea or coffee is reported, be sure to ask about sweeteners or whiteners, and to record this information (if used), one item to a line. If bread is reported but no spread (without suggesting which spread is appropriate) you might ask, "Did you use any kind of spread with the

bread?" Your goal, without leading the respondent to supply answers which he thinks you expect from him, is to help the respondent report everything eaten or drunk (with the exception of plain "tap" water -- mineral or bottled water is to be reported). Items such as salt or pepper are not to be reported either.

While it may be difficult to do, do not let your tone of voice or comments convey your judgment about foods and beverages consumed. Do not, for instance, make comments such as "Is that all you ate?" or "You really ate onions on your cheese sandwich!" Be nonjudgmental. The trick is to get the respondent to tell you exactly everything he ate and drank.

Q.21

After all the items on a given occasion have been listed, turn to the FIB. Find the appropriate page for each food/beverage item listed and answer all the questions for that item. Refer to Section A of this chapter for an example of how description questions should be asked. Every item must be fully described in the spaces provided for Q.21 on the answer sheet.

If you come to a food or beverage which seems strange or has unique items in it -- e.g., macaroni and cheese with chicken and asparagus -- be sure to record all the ingredients and ask as many questions as you can think of so that we could prepare the same item, without any differences, in our office if we chose to do so. In this way, both you and we can be certain to code the item correctly and, therefore, determine the appropriate nutrient values.

Note that the correct term to describe food made at home from scratch, that is, not using a box mix, is "home recipe,"

Q.22

If you have not already done so, give the respondent a set of measuring cups, spoons and a ruler. It may prove helpful to refer to these if a respondent has trouble estimating the volume of something consumed.

Ask the respondent to use the measuring cups and ruler to assist him in judging amounts.

In the FIB, you are instructed how to report irregularly shaped objects, such as fish, pieces of cake, and so on. Remember to use the methods in the FIB. Remember that THE AMOUNT TO BE REPORTED IS ONLY THE AMOUNT ACTUALLY EATEN OR DRUNK BY THE RESPONDENT. If you follow the specifications in the FIB, your task will be an easy one. In addition, you will not collect too little or too much detail about the foods and beverages. This will make the interview go faster.

Q's 23a and b

Pertain to the use of salt or a salt substitute at the time the foods/beverages were consumed, that is, added to the items at the table. For example, this includes salting your eggs or french fries just before they are eaten. This does not include salt used to prepare foods. For example, if french fries were served to the respondent with salt already on them and he did not put any additional salt on them before he ate them, the answer would be "no" salt added at the table. Only salt which the respondent put on himself after the food was served is included in this question.

First, ask Q.23a once for all the foods/beverages consumed on a particular occasion. If the answer is "no," record a "2" on the first line of food for that occasion and skip Q.23b. If the answer is "yes," record a "1" on the first line of that occasion and ask Q.23b for every item, even if some items are unlikely candidates for added salt (e.g., butter, jelly). Circle code 1 or 2 for every item where salt or a salt substitute was added. Those items where neither salt nor a salt substitute was used will not have a code circled in Col. Q.23b on the answer sheet. See the example below:

(ANSWER ONCE FOR EACH OCCASION)				(USE A NEW LINE FOR EACH ITEM)							
Q.18			Q.19	Q.20	Q.21			Q.22	Q.23		
When			What Called	With Whom	Line #	(a)	(b)	Quantity	(a)	(b)	
Time	A M	P M				Name of Food/Drink	Complete Description		Salt at Table	S	SS
9:00	①	2	1	1	23	Toast	White, toasted, <sup>no spread</sup> Sandwich, thin slice	1	1	1	<del>2</del>
	1	2			24	Eggs	Chicken, whole scrambled, fat in cooking (Large)	2		①	2
	1	2			25	Coffee	Made from ground, not decaffeinated, black - no additions	8¢103 1 Cup		1	<del>2</del>

Q.24

Identifies the source of each food/beverage. There are three possible categories: eaten at home, taken from home and eaten elsewhere and never brought into the respondent's home. A source code must be circled for every item in a particular occasion since the sources may not be the same. For example, some foods are often brought from home to eat at work (e.g., sandwich and fruit) -- code 2 -- while other foods eaten at the same time may never have been in the respondent's home (e.g., candy bar, soft drink) -- code 3.

The answers to Q.24 guide the skip patterns for the remaining intake Q's 25 to 28. The shading helps you identify which items apply to which questions.

Q's 25a to 27b In order for you to ask this set of food preparation questions, two conditions must be met, as follows:

- The Intake Record is for the main meal planner/preparer (check Q.12 of Household Questionnaire. If the man aged 19 to 50 is the main meal planner/preparer, Q's 25a to 27b are to be asked)

AND

- One or more items are from home food supplies -- code 1 or 2 in Q.24 (this is the unshaded area)

Therefore, if the record is not for the main meal planner/preparer, then Q's 25a to 27b are never asked. If it is for the main meal planner/preparer but all items are code 3 in Q.24 -- not brought into the home -- these questions are skipped.

Q.25a, b, c

Refer to fats and oils used in preparing foods and beverages. For example, it does not refer to the butter put on toast or baked potatoes at the table, since these items are specified separately on the record. It does include the fat put into the saucepan to cook eggs or saute

to the fats or oils used to make cakes, if the food happens to be made from a home recipe, or used to marinate foods before cooking them.

This question has three parts. First, ask Q.25a only once to determine whether or not any fats or oils were used to prepare the foods/beverages consumed on that particular occasion. Record either code 1 or 2 on the first line for that occasion depending upon the respondent's answer. If code 2, skip to Q.26. If code 1, ask Q.25b to determine which items were prepared with fats or oils. Place a star (\*) beside that item in Col. Q.25b. Then ask Q.25c for each item with a star (\*). Read the response categories to Q.25c slowly and be sure to correctly identify the exact type of fat or oil used. This is especially important because each type is associated with a different nutrient value. Oils such as walnut oil, peanut oil, etc., belong in code 3, along with Wesson oil, Crisco oil or any other oil if the respondent does not know the type. Items like solid Crisco shortening belong in code 10. Shedd's Spread goes in code 6. Items such as PAM, Mazola No-Stick and other no-fat shortenings sprayed on pans as substitutes for "real" fat or oil are not to be reported.

Q.26a, b

Refers to salt or salt substitutes used in preparing foods. This is everything not covered in Q.23. Using salt in preparation includes adding it to foods before and during the cooking/marinating process. Additionally, if items are salted just before they are brought to the table (e.g., vegetables to which salt is sprinkled on top just before they are served), this salt must be reported here.

Q.27a

Remember, this refers to the form of the food when it entered the house, not necessarily as it was eaten. Let the respondent decide what the form of the food was and record his answer whether or not you agree with it. The categories

- Commercially frozen -- Foods frozen by the producer or processor before being brought into the respondent's home (e.g., Stouffer's lasagna, Birdseye vegetables).
- Commercially canned or bottled -- Foods which are processed by a manufacturer and sterilized for preservation in metal, glass or other similar containers (e.g., Mott's applesauce, Del Monte creamed corn). Do not include home canned or bottled items.
- Neither -- All other food/beverage items, including dried, cured, smoked, home-canned, home-frozen or fresh items, are included here (e.g., Maxwell House coffee, Lipton tea bags, low-fat milk in a carton, or plastic container of chipped beef).

For instance, the milk the respondent drank may have entered the house as commercially canned, as in the case of evaporated milk -- code 2. It could also have entered fresh, as in a carton of milk brought home from the dairy -- code 3. If the item is a mixture such as a bean burrito, the form of the main ingredient (in this case, beans) should be coded. If the beans were commercially canned, code 2 applies; if they were dried, use code 3. Always approach this question by eliminating categories which do not apply. Use code 3 if no other code applies. If you or the respondent are uncertain about the form, record the response verbatim. Use the back of the Intake Record or the back of the flap. Be sure to record the line number from Q.20 and then the response. In this way, we will be able to link the answer to the appropriate food/beverage item.

Respondents (and only respondents) should decide what category applies. If the respondent believes that coffee in a can or jar is code 2, this is okay. If she believes it is code 3, this is okay. The same is true for items such as ketchup, mustard, soft drinks and other foods/bev-

Q.27b

Must be answered for any item with a code 1 or 2 circled in Q.27a, that is, a commercially frozen, canned or bottled item. Code 1 is to be circled when the label of this commercially frozen, canned or bottled item indicated no sodium or salt was added to the product. Circle code 2 if the product was labeled low sodium, low salt or reduced salt. Circle code 3 if neither no salt/sodium nor low salt/sodium was indicated on the label. Most of the time the label will say nothing. In this case code 3 applies. If the respondent cannot tell you about the label's reference to salt content, write D/K to tell us he does not know.

Q.28

Is asked only if the answer to Q.24 is code 3 -- "Never brought into the respondent's home." Any item in the shaded area of Q.24 should have a response in the shaded area for Q.28.

For each item with a code 3 in Q.24, ask Q.28. If none of the codes 1 through 8 applies, circle code 9 for some other type of place. Code 3 applies to places such as McDonald's, Roy Rogers, etc., where orders are placed at a counter and you take the food yourself and eat it elsewhere, inside or outside. This also includes placing your order at a counter and serving yourself at the salad bar. Code 3 is not to be confused with code 1 where the "eater" sits at a counter (e.g., coffee shop) and places his order and is served right there by a waiter or waitress. Community feeding programs -- code 6 -- include programs sponsored by churches, civic associations or other organizations.

Q.29

Asks about categories of food which are often forgotten or not reported by respondents. Ask about each of the categories and circle a code for "yes" or "no." If any code 1 is circled, go back and ask Q's 18 through 28 as applicable. You may be surprised how many otherwise forgotten items are added to the Intake

Record as a result of this probing question. Very often respondents remember to report the ketchup or mustard they left out.

**NOTE:** After last food/beverage item has been recorded, be sure to probe for further items. When respondent says that's all, record "Nothing else" on the document.

Q's 30 and 31 Ask for the reason for any difference in food and/or beverage consumption on the day of the week of the Intake Record from that usually eaten or drunk on that day of the week (e.g., Sunday, Monday). If there were differences and codes 1 to 6 do not apply, probe for any other specific reason and record it in the space for "Some other reason? (SPECIFY)." An example of some other reason may be that the respondent just did not feel like eating that day -- did not have much of an appetite.

#### F. Special Eating Pattern Questions

Q's 32 to 39 Are questions about special eating and drinking patterns and the use of dietary supplements.

Q's 32 and 33 The meaning of "special diet" refers to a conscious change in the foods and/or beverages consumed. Either the amount and/or the kinds of items may be different. For Q.33, give respondent Card E for reference. If one of the first four codes does not describe the circumstances of the special diet, circle code 0 and explain the special diet(s).

Q.34 Give respondent Card F for reference. For each type of diet in Q.33, circle a code to describe why the respondent is on that particular diet. If the person has a health problem and a doctor or nurse prescribed the diet, code 1 applies. If the

respondent just decided himself not to eat certain foods or to eat less, code 4 would apply. Be sure to answer Q.34 for all diets which the respondent is on.

- Q.35 Give respondent Card G for reference. This question provides further insight into what the respondent eats and does not eat. The respondent may not have reported eating any fish on the intake day. If code 3 were circled in Q.35, we would know this person does not eat or avoids eating fish. If it were not circled we would know that the person just did not have fish on this particular day. If the respondent eats everything, be sure to circle code 00.
- Q.36 Determines whether or not the respondent considers himself to be a vegetarian.
- Q.37 Determines how extensively dietary supplements are used.
- Q's 38 and 39 Determines the type of vitamins used. Remember, more than one code can be circled in Q.39. Each circle represents the type of vitamin or mineral taken. Give respondent Card H for reference.
- If the respondent takes both a multivitamin and single vitamins, circle code 4 for single vitamins and any other code which applies. Be sure to ask Q.39 to determine what kind of single vitamins are taken.
- Q.40 This refers to weight without shoes or heavy clothing.
- Q.41 This refers to height without shoes.

Go to the front cover and record the ending time.  
THANK RESPONDENT FOR HIS TIME AND COOPERATION

G. Each Food Category Page of the FIB -- Key Issues

In this section, each food-category page is described in detail. For certain food types, we have anticipated some of the questions that may arise during an interview. Familiarize yourself with the potential questions and problems associated with each food category so that you will know the correct procedures to follow for any unusual or difficult situation.

1. SPREADS, GRAVIES, SAUCES, SWEETENERS

<u>Food Types</u>	<u>Key Issues</u>
● Butter, margarine, nut butters	- If the butter is a blend, be sure to find out what the ingredients are.
● Gravies, sauces, condiments, dressings	- Be sure to get brand name for commercial products.  - If the <u>gravy</u> is homemade, be sure to record its main ingredient (e.g., meat or poultry) and the gravy's liquid base (e.g., made with water or milk). For example, beef gravy -- is it from drippings and water, milk, wine, fruit juice or some combination?  - If the <u>dressing</u> is homemade, record all of its ingredients.
● Sugars	- We must know whether it is granulated, confectioner's (powdered), or lump, as well as whether it is white or brown. Using the word "regular" to describe sugar is not acceptable.
● Sugar substitutes	- Be sure to record whether it is dry, liquid or tablet.  - Obtain brand name and be aware that different brands have different amounts of sweeteners in their individual packets.

## Food Types

## Key Issues

### ● Syrups

- Syrups can often be blends. Be sure to record the main components of the blend.
- Different manufacturers put different proportions of each component in their syrup, so be sure to record brand name.

## 2. SNACKS

NOTE: Includes items such as pretzels, Doritos, Fritos, crackers, etc., made primarily from grain products.

## Food Types

## Key Issues

### ● Crackers

- Some types of crackers such as soda crackers are made both salted and unsalted. Make no assumptions, always ask about salt content.

### ● Chips, pretzels, other salty grain-based snacks

- The preferred quantity measure for these is cup amounts or package weights if individual-size packages were eaten.

### ● Popcorn

- Remember that popped popcorn does not weigh much. Eight ounces of popcorn is not a cup, but a large bag.
- Record the amount of popcorn eaten in cup amounts, which is the volume, not the weight, and always specify popped or unpopped volume or weight.

### ● Nuts/seeds

- Tablespoon, teaspoon or cup amounts are the preferred measure.
- Be sure to specify whether amounts reported are shelled or unshelled.
- Be sure to specify salted or unsalted

### 3. MIXED DISHES, SANDWICHES, FROZEN MEALS

Food Types	Key Issues
● Stews, casseroles, soups	<ul style="list-style-type: none"><li data-bbox="494 220 1237 369">- For all of these, it is very important to get an accurate description of what portion of the whole the respondent actually ate.</li><li data-bbox="494 411 1237 751">- For homemade items, if the respondent cannot easily report the amount eaten in cups, ask him to think of the size of the pot (e.g., 2 quart or 3 quart) it was cooked in, and then to estimate what proportion of the whole he ate. Your answer would look like -- 1/8 of 1 1/2-quart casserole.</li><li data-bbox="494 802 1237 1161">- <u>Homemade mixtures</u> can be difficult to report. As one USDA nutritionist once said: "Do not be led astray by a tuna-noodle casserole." The name of the item does not necessarily give the whole story. Food may be "garnished" differently by different cooks, and some recipes may include vegetables and others may not.</li><li data-bbox="494 1224 1237 1470">- For homemade mixtures, you must report <u>main ingredients</u> and proportions of each (e.g., macaroni and cheese -- is it only macaroni and cheese or does it contain tomatoes, beef, chicken, all of these?).</li><li data-bbox="494 1503 1237 1756">- Just recording "chicken casserole" or "beef stew" is not enough. All ingredients must be provided. If not homemade, brand name is especially important -- Stouffer's chicken pot pie and Mrs. Smith's chicken pot pie have different ingredients and therefore different nutrient values.</li></ul>

## Food Types

## Key Issues

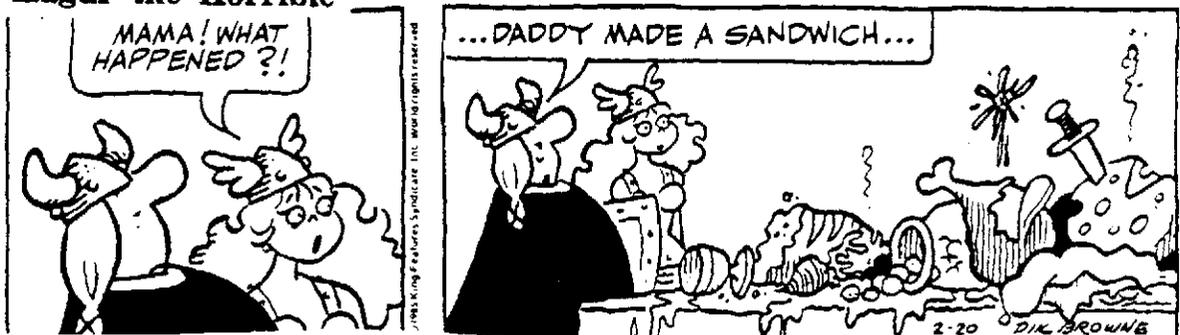
- Stews, casseroles, soups  
(Continued)

- Commercial soups must be described as either condensed, semicondensed or ready-to-eat. When condensed soup was eaten, ask the respondent to tell you whether water or milk was used and to estimate how much water or milk was added. Then, record how much of the whole was eaten.

- Sandwiches, tacos, pizza

- Be sure to record whether the pizza included meat or not. Other toppings should be enumerated.
- When describing sandwich fillings, distinguish between luncheon meats versus other meats, such as turkey or chicken roll versus turkey or chicken sliced from the bird. All this information must be recorded on the questionnaire along with other sandwich ingredients (e.g., tomatoes).

### Hagar the Horrible



- Frozen meals

- A respondent may not have eaten the whole meal. Ask him if he ate everything, that is, nothing was left. If he didn't eat everything, record what was not eaten and how much was left.

#### 4. MEATS, POULTRY, FISH

<u>Food Types</u>	<u>Key Issues</u>
● Meat	<ul style="list-style-type: none"><li>- Meat amounts are typically difficult to report. You must tell us many things about the amount reported.</li><li>- Always report whether <u>fat was eaten or not</u>.</li><li>- Always tell us whether the amount reported is <u>raw or cooked</u>. Most meat should be reported in raw weight because the respondent can check labels for precise amounts, whereas it is more difficult for him to estimate the cooked amount.</li><li>- Always tell us whether the amount reported includes a <u>bone or does not include a bone</u>.</li><li>- Items such as <u>chops and steaks</u> are best reported as <u>small, medium or large</u> when exact weight is unknown.</li><li>- For <u>boneless pieces</u>, you can draw, give dimensions and describe the piece(s) if necessary. If the respondent can determine that the piece was a thin, medium, or thick slice, this is okay in place of dimensions.</li><li>- Distinguish between luncheon meats and other meats by recording <u>ham roll</u> versus ham.</li></ul>
● Poultry	<ul style="list-style-type: none"><li>- Specify <u>raw or cooked weight</u>.</li><li>- Specify <u>with or without bone</u> if applicable.</li><li>- Record whether or not <u>skin was eaten</u>.</li><li>- If weight is not known, report pieces with bone such as thighs and</li></ul>

Food TypesKey Issues

- Poultry  
(Continued)
  - For breasts, if weight is not known, always indicate whether the piece was a whole or half breast and its size -- small, medium or large.
  - For boneless pieces such as slices, draw, give dimensions and describe the piece(s) if necessary.
  - Distinguish between luncheon cuts and other poultry by recording turkey roll versus turkey.
- Fish
  - Be certain to identify the name of the fish correctly.
  - Be sure to describe the cooking method -- baked, broiled, etc.
  - Specify raw or cooked weights or measures.

5. FRUIT, VEGETABLES, SALADS

NOTE: For any fruit or vegetable you must indicate its form -- frozen, canned, dried, fresh.

Food TypesKey Issues

- Fruits, berries
  - Watermelon can be a problem. Ask respondent to estimate the amount he ate in cups. Avoid ruler dimensions of watermelon pieces if at all possible.
- Vegetables
  - Tomatoes: For pieces, be sure to ask whether he had a small, medium, or large slice or wedge.
  - String beans: Were they green, red or some other color?
  - Peppers: Were they green, red or some other color?
  - Corn: Was it white or yellow?

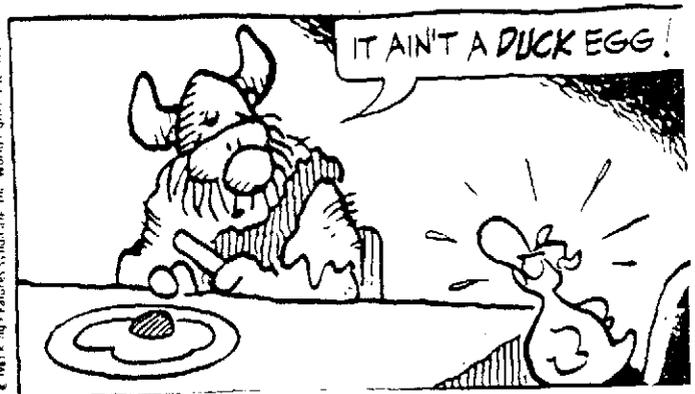
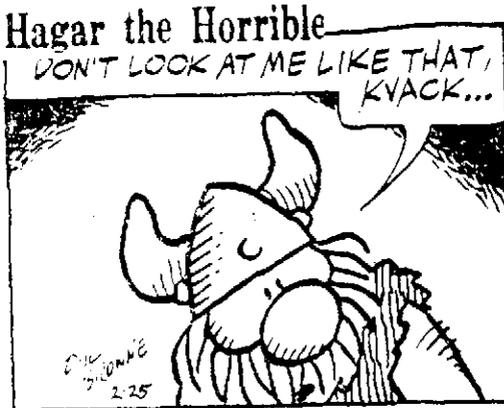
● Vegetables  
(Continued)

- Cabbage: Was it green or red?
- Squash: Was it green or yellow?
- Lettuce: Be sure to ask what kind, such as romaine or iceberg. Record what portion of the head was eaten, and the size of that head (i.e., small, medium or large).
- Carrots, cabbage and other vegetables: Always specify the form of the vegetable. For example, a cup of diced carrots is very different from a cup of sliced carrots because more diced carrots can fit into the cup compared to sliced ones.
- Measurement/description terms for vegetables are sometimes confusing and incorrectly used; be specific and consistent in your descriptions. For this study, use the following:
  - . Stalks versus bunches: One piece is a stalk; the whole plant is a bunch.
  - . Heads versus flowerets/leaves: Flowerets or leaves are single items that make up the head (e.g., leaves making up a cabbage head; flowerets making up a head of cauliflower).
  - . Spears/stems versus tips: The tips are the top ends, while the spears include the trunk or long part and the tips. Asparagus and broccoli contain tips and spears or stems.

NOTE: If you are not speaking with the main meal planner or preparer, record whether fat was added to the vegetables during or after cooking since you will not be asking these respondents this information in Q.25.

## 6. CHEESE, YOGURT, EGGS

Food Types	Key Issues
<ul style="list-style-type: none"> <li>● Cheese</li> </ul>	<ul style="list-style-type: none"> <li>- Identifying the <u>type</u> of cheese is of primary importance, i.e., Swiss, cream, cheddar, etc.</li> </ul>
<ul style="list-style-type: none"> <li>● Eggs</li> </ul>	<ul style="list-style-type: none"> <li>- If scrambled eggs or an omelet is indicated, ask whether or not milk was used in preparation.</li> </ul>



**NOTE:** If your respondent is not the main meal planner/preparer, ask whether there was added fat used in preparation since you will not gather this information in Q.25. The respondent will probably know this even if he did not cook the eggs himself.

## 7. CANDIES, DESSERTS

Food Types	Key Issues
<ul style="list-style-type: none"> <li>● Cakes</li> </ul>	<ul style="list-style-type: none"> <li>- Cake amounts can best be reported as a portion of the whole, i.e., one-eighth of a two-layer 9" diameter cake, 2 layers or one-twentieth of a one-layer sheet cake 9"x11".</li> <li>- If the respondent can only describe the piece by its shape and its dimensions, be sure to name the shape (i.e., wedge, rectangle) and give <u>three</u> dimensions. Three dimensions are necessary to compute the</li> </ul>

<u>Food Types</u>	<u>Key Issues</u>
● Ice creams, puddings	- If ice cream was on a cone, was it a <u>sugar cone</u> or a <u>cookie cone</u> ?
● Candies	- The brand and type of candy (i.e., Nestle's Crunch Bar) often give us sufficient description, and all that remains is to report the actual amount eaten (i.e., one-half of a 1.4 oz. bar).  - If pieces must be reported, report the number of pieces eaten, the total number of pieces in the package and the weight of the package (i.e., 7 orange hard candies from an 8 oz. package containing 37 pieces).  - Avoid giving dimensions of candy if possible.

## 8. BREADS, CEREALS, PASTA, RICE

<u>Food Types</u>	<u>Key Issues</u>
● Breads, rolls	- When describing <u>rolls</u> , be sure to ask whether they were <u>round</u> or <u>long</u> and record this in the Intake Record. Also indicate their size -- small, medium or large. For mini or extra-large rolls, give length and diameter. Remember to tell us what portion of the roll was actually eaten -- e.g., 1/2 of large, long kaiser roll.
● Muffins, pancakes, waffles	- For <u>pancakes</u> , ruler measurements are acceptable. Provide diameter of pancake, and thickness. Provide these two dimensions only. Two dimensions -- diameter and height -- are necessary to compute the volume of cylinders.
● Cereals	- Be very careful when reporting the amount of cereal eaten. Cereals don't weigh very much but take up a great deal of space. An entire box that lasts for many days may weigh

Food TypesKey Issues

- Cereals  
(Continued)
  - Record cereals in cup amounts or in weight (1 oz. package) if it was an individual-serving package.
  - For not-ready-to-eat cereals (e.g., oatmeal), always designate the quantity as raw or cooked.

**NOTE:** If you are not speaking with the main meal planner/preparer, record whether fat was added to the cereal, pasta or rice during or after cooking since you will not be asking these respondents this information in Q.25

9. BEVERAGESFood TypesKey Issues

- Juices
  - Fruit juices versus ades or drinks:
    - . Fruit-flavored beverages such as orange, grape, lemon, etc., are considered the following:
      - Juice: If made from fruit/  
mostly fruit
      - Ade, drink: If made from very little "real" fruit and usually sweetened (e.g., Hawaiian Punch, Hi-C)
    - . Be sure to ask whether the juice was sweetened with sugar or artificial sweeteners (and what kind) or if it was unsweetened.
- Milk/cream
  - Recording "regular" milk is not acceptable. Milk should be reported as whole, skim, low-fat or nonfat. If low-fat, be sure to indicate what % -- 1% or 2%.

10. BABY FOODS, INFANT FORMULAS

<u>Food Types</u>	<u>Key Issues</u>
● Jarred foods	- Different manufacturers produce different sizes of baby food jars. If respondent is not sure of the size, be certain to record its brand name.
● Formulas	- Brand name is essential. Formulas can be powdered, concentrated, or ready-to-drink. Be sure to ask which this was.  - Always report quantity consumed in the <u>liquid</u> , diluted form (e.g., 6 fl. oz.; one 8 fl. oz. bottle).

H. Do's and Don'ts for Recording Individual Intake Records

DO:

Let your curiosity take over when getting descriptions of foods -- ask questions and more questions until you know that you could absolutely recognize each food item listed if it were put in front of you.

Even a simple slice of bread requires a great deal of description in order for coders at National Analysts to fit it into the highly individualized seven-digit food code which indicates its nutritional value. Do remember that an important part of this study is to learn the nutritional value of the food intake of American men 19 to 50 years of age.

"A slice of bread" at first glance would seem to describe what a person ate with his soup. It doesn't! First, it is necessary to know whether it was white, rye, whole wheat, pumpernickel, Italian, etc. Then more information is necessary. Was it the regular loaf type, square sandwich type, regular thickness or thinness? Did it have sesame seeds on it? Was it eaten dry or with butter or margarine on it? If margarine was used, was it regular, diet or whipped? And so on.

Only when all these questions are answered will you know exactly what this man meant by "a slice of bread." You can pass the news along to us, and we will know, too, and be able to handle it in a manner that will have some real meaning to USDA.

Recording amounts is just as important and requires just as many questions. For some foods, this part is simple. For instance, if you have just described "white bread, thin sandwich type, no spread," all that is necessary for the amount is the number of slices.

However, if you are reporting a piece of cake or watermelon, it is not so easy. What does "a medium slice of fresh watermelon" really tell about how much watermelon was eaten? All watermelons are not the same shape to start with -- some are round, some are long. Which kind was this? How was it cut? The only way to find out is to ask.

For example, let us say it was a small, round watermelon, about 8" in diameter. The respondent was not really hungry, but did want a little piece -- it tastes so good on a hot night. The respondent tells you it was cut in half, then quartered. Picture it -- remember, you want to be able to recognize the piece this man ate. Since he only wanted to taste it, the quarter was much too big, so he cut a piece off of it. How big a piece? About a third. No matter how the rest was cut, if the whole watermelon had been divided up this way, there would have been three pieces from each quarter. Since there are 4 quarters to 1 melon, there would have been 12 pieces of this size. So how much watermelon did our respondent eat at that time? Of course! It was 1/12 of an 8-inch diameter, round watermelon.

A long watermelon could have been divided the same way. Of course, some people cut these differently -- instead of cutting them in half, then quarters, they just slice them. In this case, the amount may be reported as "a slice of a 9-inch diameter watermelon, 1.5 inches thick" -- or half a slice (giving the same dimensions).

Remember, you want to know exactly what was eaten and how much was eaten. When you have satisfied your own curiosity on this score, share the news with us. Report it in such a way that we can picture precisely what you and the respondent are picturing.

Admittedly, some food descriptions are difficult, and reporting amounts are, too.

Besides the food items, do make sure you have completed the simple things on the Intake Record such as filling in times, dates, day of the week, time the food was eaten, etc.

Do complete the questions about the source of the food -- from home food supply or not, where obtained, and all the other questions that give a complete picture of this person's food intake for this day.

DON'T:

Assume that others know everything. This is not true. You are the only one who truly has the answers. You are on the scene with the respondent; we are not. We know what to do with the information you supply, but you are the only one who can supply it.

Do not be hesitant about insulting our intelligence with too much detail. It just is not true that "everybody knows that." So go ahead and insult us with too much. That is so much better than frustrating us by leaving out the one little piece of information we may absolutely need.

I. The Seven-Digit Food Code -- What Does it Mean?

As we mentioned in the previous section, complete descriptions of each food and beverage are essential because when the questionnaires you and the respondents have completed are sent to National Analysts, our coding personnel must convert each food item into a seven-digit food code using the coding system developed by USDA.

Although the seven-digit food code seems mysterious and the amount of information required to correctly identify a food unnecessarily detailed, there is a very definite pattern established to put each food item into an accurate nutritional category.

For example, if we take a simple food like carrots, we find that they belong, first, in the major food group 7 -- Vegetables.

Under this, there are major subgroups. Carrots are in subgroup 73 -- Deep-Yellow Vegetables.

To find our carrots, we go next to the minor food subgroup and learn that carrots are in their own subgroup labeled 731. Other vegetables in the major subgroup 73 are:

- 732 -- Pumpkin
- 733 -- Squash
- 734 -- Sweet Potatoes

To stick with our carrot, we have it identified in its minor subgroup, 731, but there are carrots, and then there are carrots. In order to learn the nutritional value of a specific carrot, we need more information. Were these carrots eaten raw or cooked? If cooked, how? Were they in butter, cream sauce or cheese sauce?

Once these questions are answered, the last four digits of the food code can be applied to give a complete profile of the carrot we wish to describe.

Examples:

Carrots, raw, are coded 731-0101  
Carrots, cooked, fat not added, 731-0221  
Carrots, cooked, creamed, 731-0223  
Carrots, cooked with cheese sauce, 731-0225

How about carrot juice? The number for that is 731-0501.

Obviously, the name "carrot" alone can be placed in a very general group and that group is identified (731), but it does not mean very much to anyone without the information that places it in the exact seven-digit code which distinguishes its nutritional value and ultimately the value we get by eating it. Thus, there is a great deal of difference in how much nutrient value we get by eating vegetables raw or cooked and whether they were fresh before they were cooked or canned or frozen, etc. As you can see, there are literally hundreds, even thousands of foods and food products if we really think about it.

J. Example of Completed Intake Record (Q's 18 to 28)

A completed set of questions is found in the example on the following page.

R OUNCE EACH SECTION)		(USE A NEW LINE FOR EACH ITEM)					
Q-19		Q-20	Q-21	Q-22	Q-23		
P	What Called	Line #	Name of Food/Drink	(USE PIB) Complete Description	Quantity	(a) Salt at Table	(b) Items with S SS
2	1	01	Bagel	Commercially baked, white with poppy seeds, Utk brand	1/2 med. bagel	2	1/2
2	↓	02	Cream cheese	Commercially prepared, "soft" style, Philadelphia brand	3 Tbsp		1/2
②	3	03	Cheese burger	Burger King, Double whopper with cheese	1 whole	2	1/2
↓	↓	04	tomatoes	Extra tomatoes on the wrapper	2 thin slices		1/2
↓	↓	05	milk shake	Chocolate, Burger King	1 Large sized		1/2
②	4	06	Lasagne	Stouffer's Lean Cuisine	1 whole (6oz)	1	1/2
↓	↓	07	Garlic bread	Home made, one long Italian roll, made with 2 top buttes, not garlic butter	1 long Italian roll		1/2
②	6	08	Cake	Hostess Twinkie, 2 per package	1/2 package		1/2
↓	↓	09	Beer	"light" from 12 fl.oz bottle, Miller Lite (did not drink all)	10 fl.oz		1/2
2		10		milkshake			1/2
2		11					1/2
2		12					1/2

(ANSWER FOR EACH ITEM)		(ANSWER ONLY IF INTAKE RECORD IS FOR MAIN MEAL PLANNER/PREPARER AND CODES 1 OR 2 IN COL. Q-24)										(ANSWER ONLY IF CODE 3 IN COL. Q-24)	
Q-24		Q-25			Q-26		Q-27					Q-28	
Food From Home	(a) Fat in Prep.	(b) Fat * Fat Items	(c) Fat Type	(a) Salt in Prep.	(b) Items with S SS	(a) Form			(b) Label			Where Obtained	
						Com. Frozen	Com. Can/Bottle	Other	No Salt	Low Salt	Neither		
1 2 ③					1 2	1	2	3	1	2	3	3	
1 2 ③					1 2	1	2	3	1	2	3		
1 2 ③					1 2	1	2	3	1	2	3		
1 2 ③					1 2	1	2	3	1	2	3		
1 2 ③					1 2	1	2	3	1	2	3		
① 2 3 1				1	1 2	①	2	3	1	2	③	↓	
① 2 3		*	8		① 2	1	2	③	1	2	③	↓	
① 2 3					1 2	1	2	③	1	2	③	↓	
① 2 3					1 2	1	2	②	3	1	2	③	
1 2 3					1 2	1	2	3	1	2	3		
1 2 3					1 2	1	2	3	1	2	3		
1 2 3					1 2	1	2	3	1	2	3		

## VII. INTERVIEWER EDITING GUIDELINES

At a minimum, the following edit checks must be made to the questionnaire documents and corrections to any missing or questionable information entered by you, the interviewer. If you follow this checklist, your work will be complete and accurate, and neither you nor the respondent will be called with questions.

### ● All Questionnaire Documents

- Segment and housing unit numbers are entered and consistent across all documents for that HU
- Time of interview is completed on the cover of each document
- Your name and ID # are specified on all documents

### ● Screening Form

- Final result of call for selected male respondent from whom intake information is required is recorded on reverse side of Screening Form under "Result of Call Record"

### ● Household Questionnaire

- Full name of respondent as well as his Screener line number are entered on the cover
- Household grid Q's 1, 8, 9, 21 and 22 are completed correctly
- Review every question and skip pattern to be certain no errors have been made. "Don't know" or "Refused" is acceptable but not desirable

### ● Man's Intake Record

- Respondent's name as well as his Screener line and household grid numbers are entered
- Day and date of intake are recorded
- Time of start of any eating/drinking occasion must be recorded, including AM or PM

- More than two eating/drinking occasions or more than five foods/beverages are recorded. If fewer items or occasions, an explanation must be recorded
- All food/beverage descriptions and quantities are complete. (Check FIB to be sure all probes have been answered)
- Q's 23 and 24 are answered for every item
- Q's 25 to 27 are asked only if you are speaking with the main meal planner/preparer
- Review every question and skip pattern to be certain no errors have been made

Good luck completing your portion of the male sample of the CSFII.

Please call your Field Administrator if you have questions.

- From Pennsylvania.....(215) 627-8110
- From all other states.....(800) 523-1114