



Data Collection Worksheet

Please Note: The Data Collection Worksheet (DCW) is a tool to aid integration of a PhenX protocol into a study. The PhenX DCW is not designed to be a data collection instrument. Investigators will need to decide the best way to collect data for the PhenX protocol in their study. Variables captured in the DCW, along with variable names and unique PhenX variable identifiers, are included in the PhenX Data Dictionary (DD) files.

Note: in many situations, a complete occupational history is not feasible, so the current occupation and longest-held job are the primary measures. A complete occupational history should be captured for investigations of chronic diseases or work-related injuries.

(Current job(s))

SP = sample person

1. How many hours did {you/SP} work **last week** at **all jobs** or businesses?

|__|__|__| ENTER NUMBER OF HOURS

77777 [] REFUSED

99999 [] DON'T KNOW

2. {Do you/Does SP} **usually** work 35 hours or more per week in total at all jobs or businesses?

1 [] YES

2 [] NO

7 [] REFUSED

9 [] DON'T KNOW

3. For whom did {you/SP} work at {your/his/her} main job or business? (What is the name of the company, business, organization or employer?) IF MORE THAN 1 JOB, PROBE FOR **MAIN JOB**.

[] _____

ENTER NAME OF EMPLOYER

7-[] 77 REFUSED

9-[] 99 DON'T KNOW

4. What kind of business or industry is this? (For example: a TV or radio station, retail shoe store, state labor department, farm.)

[] _____

ENTER NAME OF BUSINESS OR INDUSTRY

7-[] 77 REFUSED

9-[] 99 DON'T KNOW

5. What kind of work {were you/was SP} doing? (For example: farming, mail clerk, computer specialist, machine operator, welder, mechanic.)

[] _____

ENTER NAME OF OCCUPATION

7-[] 77 REFUSED

9-[] 99 DON'T KNOW

6. What were {your/SP's} most important activities on this job? (For example: sells cars, keeps account books, operates printing press.)

[] _____

ENTER NAME OF DUTIES

7-[] 77 REFUSED

9-[] 99 DON'T KNOW

7. Which of the following best describes the hours {you/SP} **usually** {work/works} at {your/his/her} main job or business?

INTERVIEWER INSTRUCTION: IF THE RESPONDENT SAYS "FLEXTIME", ETC., PROBE TO DETERMINE WHETHER THE SHIFT THAT IS WORKED ACTUALLY FALLS IN A DAY, EVENING, NIGHT, OR ROTATING SHIFT CATEGORY BEFORE CODING IT AS "ANOTHER SCHEDULE."

HELP AVAILABLE: Standard Shift Definitions are: A regular daytime schedule: this is work anytime between 6am and 6pm. A regular evening shift: this is work anytime between 2pm and midnight. A regular night shift: this is work anytime between 9pm and 8am. A rotating shift: a work shift that changes periodically from days to evenings or nights. Another schedule includes: a split shift (consisting of two

distinct work periods each day), an irregular schedule arranged by the employer, or any other schedule.

1 A regular daytime schedule

2 A regular evening shift

3 A regular night shift

4 A rotating shift

5 Another schedule

7 REFUSED

9 DON'T KNOW

8. About how long {have you/has SP} worked for {EMPLOYER} as a(n) {OCCUPATION}?

|__|__|__| ENTER NUMBER (OF DAYS, WEEKS, MONTHS OR YEARS)

777777 REFUSED

999999 DON'T KNOW

ENTER UNIT

1 DAYS

2 WEEKS

3 MONTHS

4 YEARS

7 REFUSED

9 DON'T KNOW (**Longest Held Job**)

9. Thinking of all the paid jobs {you/SP} ever had, what kind of work {were you/was s/he} doing the longest? (For example, electrical engineer, stock clerk, typist, farmer.)

_____ ENTER OCCUPATION

or

3 ARMED FORCES (Go to 11)

4 NEVER WORKED (END OF SECTION)

7 [] REFUSED (Go to 11)

9 [] DON'T KNOW (Go to 11)

10. What kind of business or industry {did you/did SP} work in for the longest period of time as a (DISPLAY LONGEST OCCUPATION)? (For example, a TV or radio station, retail shoe store, state labor department, farm, plastics manufacturer.)

_____ ENTER DESCRIPTION FOR KIND OF
BUSINESS/INDUSTRY

7 [] REFUSED

9 [] DON'T KNOW

11. What were {your/SP's} most important activities on this job or business? (For example: sells cars, keeps account books, operates printing press.)

_____ ENTER NAME OF DUTIES

7 [] REFUSED

9 [] DON'T KNOW

12. About how long did {you/SP} work at that job or business?

|__|__|__| ENTER NUMBER (OF DAYS, WEEKS, MONTHS, OR YEARS)

7777 [] REFUSED

9999 [] DON'T KNOW

ENTER UNIT

1 [] DAYS

2 [] WEEKS

3 [] MONTHS

4 [] YEARS

7 [] REFUSED

9 [] DON'T KNOW

(Occupational History)

1. Now I would like to ask you some questions about (your/your _____'s) work history.

Since the age 16, did (you/your _____) ever work for six months or more? We are interested in every job, part-time or full-time, paid or unpaid, that (you/he/she) held for 6 months or longer.

- 1 [] YES
- 2 [] NO, HOUSEWIFE . . . (END SECTION)
- 3 [] NO, NEVER WORKED (END SECTION)
- 8 [] DON'T KNOW (END SECTION)

INTRO: Let's begin by listing only the employer name, job title, and years worked at each job. Also, please include any jobs held while in the military, those that (you/he/she) may have done at home, or elsewhere for extra income, and volunteer work at which (you/he/she) spent more than 5 hours per week. If (you/he/she) held more than one job at a company, we would like to talk about each job separately.

COMPLETE OCCUPATIONAL WORKSHEET

Now, I'll ask you questions about each of your jobs.

[INTERVIEWER: YOU MAY WANT TO READ THE FOLLOWING IF MORE THAN 5 JOBS]

(THIS SECTION ABOUT (YOUR/HER/HIS) WORK HISTORY IS VERY IMPORTANT SO IT MIGHT BE SOMEWHAT LONG. ONCE WE GET THROUGH IT, THE REST OF THE INTERVIEW GOES FAIRLY QUICKLY. IF YOU GET TIRED, WE CAN STOP AND RESUME AT ANOTHER TIME.)

ASK A-E FOR EACH JOB AND RECORD RESPONSES IN OCCUPATIONAL HISTORY CHART. USE CONTINUATION SHEETS IF NECESSARY. THEN GO BACK TO FIRST JOB AND ASK F-I.

JOB #	A. What was the name of the company where (you/he/she) (first/next) worked for 6 months or longer?	B. What was the job title of the (first/next) job (you/your _____) held at this company?	C. In what year did (you/he/she) start and stop working at this job?
01			Start _____ YEAR End _____

			YEAR
02			Start _____ YEAR End _____ YEAR
03			Start _____ YEAR End _____ YEAR
04			Start _____ YEAR End _____ YEAR
05			Start _____ YEAR End _____ YEAR
06			Start _____ YEAR End _____ YEAR

<p>D. What was the location of this company?</p>	<p>E. Was this a full-time or part-time job? (IF UNCLEAR, ASK: Was it year-round or not?)</p> <p>AFTER EACH JOB, ASK: Did (you/he/she) have any other jobs with (EMPLOYER)? IF YES, FILL OUT NEXT LINE(S) ON GRID FOR OTHER JOB(S) WITH THAT EMPLOYER BEGINNING WITH Q.2B. IF NO, CONTINUE WITH NEXT EMPLOYER AT Q.2A. WHEN ALL EMPLOYERS AND JOBS ARE LISTED, CONTINUE WITH Q.1E.</p>
<p>Address:</p> <hr/> <p>City/State:</p> <hr/>	<p>1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND)</p> <p>2 <input type="checkbox"/> PART-TIME (YEAR-ROUND)</p> <p>3 <input type="checkbox"/> FULL-TIME (SEASONAL)</p> <p>4 <input type="checkbox"/> PART-TIME (SEASONAL)</p>
<p>Address:</p> <hr/> <p>City/State:</p> <hr/>	<p>1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND)</p> <p>2 <input type="checkbox"/> PART-TIME (YEAR-ROUND)</p> <p>3 <input type="checkbox"/> FULL-TIME (SEASONAL)</p> <p>4 <input type="checkbox"/> PART-TIME (SEASONAL)</p>
<p>Address:</p> <hr/> <p>City/State:</p> <hr/>	<p>1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND)</p> <p>2 <input type="checkbox"/> PART-TIME (YEAR-ROUND)</p> <p>3 <input type="checkbox"/> FULL-TIME (SEASONAL)</p> <p>4 <input type="checkbox"/> PART-TIME (SEASONAL)</p>
<p>Address:</p> <hr/> <p>City/State:</p> <hr/>	<p>1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND)</p> <p>2 <input type="checkbox"/> PART-TIME (YEAR-ROUND)</p> <p>3 <input type="checkbox"/> FULL-TIME (SEASONAL)</p> <p>4 <input type="checkbox"/> PART-TIME (SEASONAL)</p>

Address: <hr/> City/State: <hr/>	1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND) 2 <input type="checkbox"/> PART-TIME (YEAR-ROUND) 3 <input type="checkbox"/> FULL-TIME (SEASONAL) 4 <input type="checkbox"/> PART-TIME (SEASONAL)
Address: <hr/> City/State: <hr/>	1 <input type="checkbox"/> FULL-TIME (YEAR-ROUND) 2 <input type="checkbox"/> PART-TIME (YEAR-ROUND) 3 <input type="checkbox"/> FULL-TIME (SEASONAL) 4 <input type="checkbox"/> PART-TIME (SEASONAL)

AFTER COMPLETING A-E FOR ALL JOBS, ASK F-I, BEGINNING WITH THE FIRST JOB.
Thinking about this job . . .

JOB #	F. What did they make, or what service did they provide? (ENTER RESPONSE VERBATIM AND CIRCLE APPROPRIATE CODE.) What type of business was it? MA = MANUFACTURER R = RETAILER W = WHOLESALE S = SERVICE PROVIDER C = CONSTRUCTION MI = MINING F = FARMING/FISHING/FORESTRY G = GOVERNMENT O = OTHER	G. What were (your/your _____'s) main activities or duties for this job?	H. What kinds of chemicals or materials did (you/he/she) handle in that job?	I. What kinds of tools and equipment did (you/he/she) use?
01	What type of business was it? <input type="checkbox"/> MA <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> C			

	<input type="checkbox"/> MI <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> O			
02	What type of business was it? <input type="checkbox"/> MA <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> C <input type="checkbox"/> MI <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> O			
03	What type of business was it? <input type="checkbox"/> MA <input type="checkbox"/> R <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> C <input type="checkbox"/> MI <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> O			

04	<p>What type of business was it?</p> <p><input type="checkbox"/> MA</p> <p><input type="checkbox"/> R</p> <p><input type="checkbox"/> W</p> <p><input type="checkbox"/> S</p> <p><input type="checkbox"/> C</p> <p><input type="checkbox"/> MI</p> <p><input type="checkbox"/> F</p> <p><input type="checkbox"/> G</p> <p><input type="checkbox"/> O</p>			
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BOX 1

INTERVIEWER:

WHO PROVIDED MOST OF THE RESPONSES IN THIS SECTION?

1 SUBJECT

2 PROXY

3 EQUALLY

Note: the following job titles are occupations of interest for this protocol. Depending on the purpose of the study the occupations of interest will differ.

List of the 45 job titles associated with this occupational section:

AIRCRAFT MECHANIC

BARBER OR HAIRDRESSER

BUS DRIVER

BARTENDER

BRICK, BLOCK, AND STONE MASON

BUTCHER/MEAT CUTTER

CARPENTER

DRY CLEANER/LAUNDERER

ELECTRICIAN/REPAIRER OF TRANSFORMERS, ELECTRICAL, OR ELECTRONIC EQUIPMENT

FIRE FIGHTER
FISHERMAN
GENERAL FARM WORKER OR FIELD CROP AND VEGETABLE WORKER
GARDENER OR GROUNDSKEEPER
FARMER/RANCHER
GAS STATION ATTENDANT
REPAIRER OF INDUSTRIAL
MACHINERY
JANITOR
KNITTER OR WEAVER
KITCHEN WORKER/DISHWASHER
LABORER
MACHINIST, WOODWORKER, OR METAL WORKER
MAIL CARRIER
MECHANIC
MANAGER, EXECUTIVE, OR SUPERVISOR
NURSE
CONSTRUCTION, INDUSTRIAL OR MAINTENANCE PAINTER
POLICE OFFICER OR DETECTIVE
PACKAGING OR FILLING MACHINE OPERATOR OR TENDER AND NOT A GROCERY
STORE BAGGER
PRODUCTION INSPECTOR, CHECKER, OR EXAMINER
SECRETARY
SHOEMAKER/REPAIRER
SHEET METAL WORKER
STEEL WORKER
TRAFFIC, SHIPPING AND RECEIVING CLERK;
STOCK AND INVENTORY CLERK; FREIGHT, STOCK, AND MATERIAL
MOVER; OR WORKED WITH MATERIAL MOVING EQUIPMENT
DROVE A TRUCK OR TRACTOR TRAILER
TEACHER
TOOL AND DIE WORKER
TAXICAB/LIMO DRIVER
WAITER/WAITRESS
WELDER, CUTTER, OR BURNER
ROOFER
CONCRETE
INSULATE
PLUMBER
CABINET MAKER

Protocol source: <https://www.phenxtoolkit.org/protocols/view/60501>