

Annex 6: ITDG – SMOKE, HEALTH AND HOUSEHOLD ENERGY SUPERVISORS DATA COLLECTION FORM

PREPARATION OF PUMP, CASSETTES, CO MONITOR & KIT

Step	Data	Field
1. Identifying household		
• Name of supervisor preparing equipment		1
• Date of preparation (day/month/year)	/ /200	2
• Household number to be sampled	N	3a
• Woman identifier		3b
2. Pump preparation and calibration		
• Pump number		4
Enter here the final set of calibrator readings you obtain before setting the pump display	• Flow rate (calibrator) – reading 1	ml/min 5
	• Flow rate (calibrator) – reading 2	ml/min 6
	• Flow rate (calibrator) – reading 3	ml/min 7
• Average of 3 readings	ml/min	8
• When CORRECT, set pump display to average shown in field 8 above, and tick box		9
<i>Note: if these three final reading vary by more than 10ml/minute, check connections, but otherwise pump may be developing problems – contact UK and we will contact supplier</i>		
3. Filter cassette preparation		
• Enter serial number of first cassette	N	A 10
• Enter serial number of second cassette	N	B 11

4. T82 CO room monitor preparation		
• Confirm that there is sufficient memory left in room CO monitor. Yes/No (See manual if not sure)		12
• Record serial number of room monitor – label room monitor with house number		13
5. T82 CO personal monitor preparation		
• Confirm that there is sufficient memory left in personal CO monitor. Yes/No (See manual if not sure)		14
• Record serial number of personal monitor – label room monitor with house number		15
6. Preparing the house survey kitbag		
Item	Checked	Field
• Interviewer data collection form		16
• Interviewer manual – including worksheet (back page)		17
• Torch		18
• Pump (with electric leads attached) cyclone and tubing		19
• 12 volt charged lead-acid battery for pump		20
• 2 x labelled filter cassettes		21
• 2 x T82 Carbon Monoxide monitors labelled 'woman' and 'room'		22
• Carrier (neck-purse) for T82 personal (woman) monitor		23
• Materials for fixing pump, cyclone and T82 (house) in suitable position in home		24
• Tape measure for measuring dimensions of kitchen, windows, eaves, etc.		25
• Watch or clock – for start / finish times		26

7. Temperature measurement – (measured at ITDG office – not house)		
• Date	/ /200	27
• Time	:	28
• Switch on Max/Min thermometer and set sensor outside office – i.e. does not need to go to house. Tick to confirm thermometer working properly		29

RE-CHECKS ON COMPLETION OF MONITORING

Step	Data	Field
8. Rechecking the pump		
Name of person checking readings		30
Date (day/month/year)	/ /200	31
Time of day (24 hour clock)	:	32
• Record elapsed time (hours: minutes)	____hr____min	33
• Record total volume sampled (litres)	litres	34
• Record flow rate when stabilised (this may take 1-2 minutes)	ml/min	35
9. Checking the filter cassettes		
• Check first cassette: enter serial number		36
• Is cassette properly sealed? Yes / No Comment if necessary		37
• Check second cassette: enter serial number		38
• Is cassette properly sealed? Yes / No Comment if necessary		39

10 Checking the T82s are working properly		40
Switch on both room and personal T82s. Confirm that both are giving similar readings (ie within 1ppm of each other). If not, swap round their positions and see if this alters the readings. If one consistently reads higher than the other by more than 1ppm, record here, and contact the UK. Readings within 1 ppm of each other? Yes/No		
11. T82 CO room monitor data download:		
Data downloaded successfully (date on which done)		41
File labelled and emailed to UK		42
Backup – save to floppy disc (?? must check this)		43
Summary sheet attached to this document? Yes/No		44
Clear memory - Cleared? Yes/No		45
Check instrument is switched off		46
11. T82 CO personal monitor data download:		
Is this record to be downloaded at once? Yes / No		47
Data downloaded successfully (tick when done)		48
File labelled and emailed to UK		49
Backup – save to floppy disc (more info later)		50
Summary sheet attached to this document? Yes/No		51
Clear memory - Cleared? Yes/No		52
Check instrument is switched off		53
12. Temperature		
• Date	____/____/200_	54
• Time	:	55
• Max temperature over last (approximately) 24 hours	deg C	56
• Minimum temperature over last (approximately) 24 hours	deg C	57

CHECKING INTERVIWER DATA COLLECTION FORMS:

Step	Data	Field
13. House, household and monitoring datasheet checked		
1 = No omissions or corrections required 2 = Omissions or corrections required		58
If (2) record action taken and outcome:		59