

Health Practices: Tobacco Use Form Instructions
TOB Version B, 02/24/2009
QxQ Date 02/24/2009

I. GENERAL INSTRUCTIONS

The Health Practices: Tobacco Use Form (TOB) is completed during the clinic visit and collects data regarding all forms of tobacco use over the participant's lifetime. The interviewer must be certified and s/he should be familiar with and understand the document entitled "General Instructions for Completing Paper Forms" prior to completing this form. ID, Contact Year and Name are completed as described in the document. Initiate the form by reading the script at the beginning of the form as printed.

II. SPECIFIC INSTRUCTIONS

1. ASK THE QUESTION AS WRITTEN TO EVERY PARTICIPANT. Record the number of hours per week in which the participant reports s/he was in close contact with people who were smoking. If the participant is unsure, give examples such as in the home, in a car at work, or other close quarters in which people were smoking, such as restaurants or bars, bowling allies, or at a friend's home.
2. This question item assesses if the participant started using tobacco products since his/her first Jackson Heart Study visit. If they answer "Yes" then continue, and if "No" skip to Question 29 in Section B of the questionnaire.
3. This item assesses cigarette smoking over the participant's lifetime. If necessary, inform the participant that 400 cigarettes are equal to 20 packs of cigarettes or 2 cartons of cigarettes. If participant has smoked 400 cigarettes or more record "YES." If participant has smoked less than 400 cigarettes in her/his lifetime, record "NO" and proceed to Item 16. If participant is not sure how many cigarettes he/she has smoked in her/his lifetime, record "NO" and proceed to Item 16.
4. Daily or nearly daily smoking is the criteria for regular smoking. In those rare instances of very low rate smoking, consider smoking 'on most days' to be a response indicative of regular smoking. Record the age in years when the participant first started to smoke cigarettes on a daily basis. Enter "00" if the participant never smoked regularly and proceed to Item 14.
5. This item determines current use of cigarettes. If the answer is "YES", go to Item 7.

6. The interviewer must calculate the number of months and years since the participant last smoked cigarettes based on the participant's response

Record the number of full months and years since the participant last smoked cigarettes in the boxes provided in 6a and 6b. If the respondent has not smoked for 1-11 months, record number of months using leading zeros, if needed and "00" years. If >12 months, enter appropriate combination of years and months, using leading zeros as needed.

IF THE PARTICIPANT HAS SMOKED CIGARETTES WITH THE PAST 3 MONTHS, SAY: "Please answer the next few questions with regard to your current or recent cigarette smoking practices."

IF THE PARTICIPANT HAS NOT SMOKED CIGARETTES WITHIN THE PAST 3 MONTHS, SAY: "Please answer the next few questions with regard to your usual cigarette smoking practices before you quit."

7. A day of smoking is a 24 – hour period, from the time one wakes up until just before waking up the next day. Thus, be sure to count any smoking done during the night (more common in very heavy smokers). For those individuals who have trouble approximating their cigarette intake, ask for the 'usual or typical' amount. If still difficult, ask how many s/he smoked yesterday, and the day before, and average. Be sure to ask the person if this amount is typical for them. Another approach can be to ask when they bought their last pack, or last carton (10 packs), consider a daily rate based on how long it takes them to complete the pack. Record the total number of cigarettes the participant smokes per day. Record ½ cigarette as "01." Record any smaller fraction of a cigarette as "00."
- 7a. This question determines if the participant's brand of cigarette is/was menthol flavored.
8. This question gets at the notion of nicotine 'loading', that is, smoking more when one first awakens, in order to get blood nicotine levels up, often seen in heavier smokers. Time of awakening refers to the time at which the participant awakens from her/his longest period of sleeping each day. For most participants, this will occur in the morning. Awakening after short napping periods should not be considered.
9. This item assesses the length of time between awakening and the first cigarette. Record the appropriate response based on the participant's answer. Code the amount of time until the first cigarette is usually smoked. If the participant replies that the time between her/his awakening and her/his smoking varies, ask the participant to estimate the most common time between her/his awakening and her/his smoking. For the participant who has trouble approximating, have the individual briefly describe their routine prior to smoking, and then have the participant estimate the amount of time needed for those activities.

10. This item assesses the most difficult cigarette of the day to do without. If participant states "in the morning," "when I get up," "with my coffee" or a similar response, clarify. This question is confusing to some individuals, who might answer, for example, with the brand of cigarettes they smoke. Others will have difficulty choosing a particular cigarette, and will respond with several preferred smoking times, or say "all of them." Another way to ask the question is, "if you had one cigarette to smoke during the day, when would you smoke it?" Be careful not to lead the individual to the "first of the day" response. If the person responds, "in the morning," have them clarify by asking, "when in the morning?"
11. This item gets at the difficulty an individual has abstaining from smoking in an environment where it is forbidden. The specific situation is not the critical component, so you may offer other suggestions, such as, "at a friend's house who does not permit smoking," "at work," or the like
12. This question addresses the individual's perceived need to smoke even when they are feeling poorly. Mild illnesses, such as head colds, that do not require the participant to be in bed for most of the day should not be included.
13. This item assesses the usual number of cigarettes per day over the participant's entire history of smoking. It will likely produce the same number given to item #7 for most participants. However, for those whose daily rates have changed on a relatively permanent basis (for example, unsuccessful at quitting, but has cut back and maintained a reduced rate), this will give us a better long – term estimate of cigarette rate. Record the average number of whole cigarettes the participant smoked per day. If the participant is unsure, use similar probes as in question #7. Record "01" if $\frac{1}{2}$ cigarette per day; "00" for anything else.
14. "Years off cigarettes" includes only those periods during which the participant did not smoke any cigarettes. A time period in which the participant reduced the number of cigarettes per day should not be included. Add up all those periods of time during which the participant had stopped regular smoking. Subtract this number from the total time since beginning to smoke (Current age minus age when began to smoke regularly).
15. This item assesses depth of inhalation. READ EACH RESPONSE. If the participant is unsure, ask for a best guess.
16. This question pertains to the relatively continuous use of any tobacco product other than cigarettes. Any regular use indicates the need to ask items 17 – 28. Regular use, in this case, should be interpreted liberally. Accept any indication of systematic use, even if only once every week or so. Some individuals go through phases where they will smoke 2 – 3 cigars per week, and then none for a while. Derive as accurate an average as you can. If the participant reports none or very limited usage of a tobacco product, record "No" and proceed to Item 29.

17. This question pertains to regular (see definition in #16) use of cigars or cigarillos. Subtract age began use from current age, and then subtract any significant periods of time where none or very limited use of this form of tobacco occurred. If "00", go to Item 20.
18. Record the usual number of cigars or cigarillos the participant has smoked per week. Do not include the number of other tobacco products such as cigarettes or snuff/dip.
19. Record "Yes" if the participant CURRENTLY smokes cigars or cigarillos. Record "No" otherwise. Current use is defined by the participant.
20. Record the total number of years the participant has smoked a pipe regularly (see definition in #16). Subtract age began use from current age, and then subtract any significant periods of time where none or very limited use of this form of tobacco occurred. If "00," proceed to Item 23.
21. Record the usual number of full pipefuls smoked per week by the participant.
22. Record "Yes" only if the participant CURRENTLY smokes a pipe. Record "No" otherwise. Current use is defined by the participant.
23. Record the total number of years in which the participant regularly (see definition in #16) used chewing tobacco. Subtract age began use from current age, and then subtract any significant periods of time where none or very limited use of this form of tobacco occurred. If "00," proceed to Item 26.
24. A standard pouch contains 3 ounces. Record the number of 3 ounce pouches the participant has typically chewed per week.
25. Record "Yes" only if the participant is CURRENTLY using chewing tobacco. Record "No" otherwise. Current use is defined by the participant.
26. This question pertains to regular (see definition in #16) use of snuff or dip. Subtract age began use from current age, and then subtract any significant periods of time where none or very limited use of this form of tobacco occurred. If "00," go to Item 29.
27. A standard can contains 1.2 ounces. Record the number of 1.2-ounce cans that the participant has used per week during the entire period of time s/he has used dip or snuff.
28. Record "Yes" only if the participant is CURRENTLY using dip or snuff. Record "No" otherwise. Current use is defined by the participant. Go to item 36 after answering this question.

TOBACCO USE FOLLOW-UP

Questions 29-35 assess the participant's tobacco use for the past 12 months. These questions will only be completed if the participant answered "NO" to question 2.

29. This item assesses the participant's tobacco use in the past 12 months. If "Yes" continue to the next question, If "No" skip to item 36.
30. This item assesses the number of cigarettes the participant smokes per day (see question #7).
- 30a. This item determines whether or not the preferred brand of cigarette is menthol flavored (see question #30a).
31. This item assesses the length of time between awakening and the first cigarette. Record the appropriate response based on the participant's answer. Code the amount of time until the first cigarette is usually smoked. If the participant replies that the time between her/his awakening and her/his smoking varies, then ask the participant to estimate the most common time between her/his awakening and her/his smoking. For the participant who has trouble approximating, have the individual briefly describe their routine prior to smoking, and then have the participant estimate the amount of time needed for those activities.
32. Record the number of cigars or cigarillos that the participant has smoked per week in the past 12 months.
33. Record the number of pipefuls that the participant has smoked per week in the past 12 months.
34. Record the number of pouches of chewing tobacco that the participant has used per week in the past 12 months.
35. Record the number of cans of dip or snuff that the participant has used per week in the past 12 months.
36. This item assesses if the participant has used any other form of tobacco during the past 12 months. EVERYONE SHOULD ANSWER THIS QUESTION.

III. ADMINISTRATIVE INFORMATION

37. Enter the date on which the participant was interviewed. Record numbers using leading zeroes where necessary to fill all boxes.
38. Record "1" if data was collected in the clinic or "2" if the data was collected away from the clinic.
39. Record "1" if the form was completed on the computerized data entry system, or "2" if the paper form was used.
40. Enter the 3 digit JHS code number of the person computing the form.