

RULES FOR EDITING RECEIPT COLLECTION DATA

Upon receiving household's weekly receipt envelope:

1. Review each receipt form to ensure completion
2. Compare receipt sheet to actual receipt (if applicable) to confirm correct items were included/excluded and appropriate sizes and prices were recorded

Confirming correct items were included/excluded:

- a. For grocery receipts:
 - i. Make sure that only food items from the target categories are included.
 - ii. "Erase" food items outside of these categories using yellow highlighter.
 - iii. If multiple purchasing episodes are recorded on the same receipt form, re-record information on separate forms using green pen.
- b. For non-grocery receipts:
 - i. All food items purchased by households are to be included.
 - ii. If multiple purchasing episodes are recorded on the same receipt form, re-record information on separate forms using green pen.

Confirming appropriate sizes and prices were recorded:

- c. For grocery receipts:
 - i. Record **net weights** for items as opposed to individual package sizes. Example: If HH recorded a package of Hunt's sugar-free pudding as 4 x 4 OZ under SIZE, record this instead as 16OZ.
 - ii. It is a common mistake for HH's to incorrectly record sizes of produce from grocery stores. Be sure to verify sizes on receipt.
 - iii. Convert all units to **ounces** using online conversion calculator. Erase non-ounce units using yellow highlighter and record ounce units in green pen.
- d. For non-grocery receipts:
 - i. If food items are itemized on receipt, verify that itemized prices are recorded on receipt form.
 - ii. If food item costs are not itemized on receipt form and itemized information is unavailable on annotated receipt form, divide receipt total by number of entrées and record this total for each entrée. In this situation, side items and beverages do not have recorded costs and their prices should be left missing.
 - iii. Convert all units to **ounces** using online conversion calculator. Erase non-ounce units using yellow highlighter and record ounce units in green pen.

3. When making corrections, remember to use the following tools:

Yellow highlighter = erase information
Green pen = add information

If information is missing:

- If grocery store item sizes are missing or unspecific (i.e. missing units):
 - a. Refer to “Default Size Library” on TA server
 - b. If branded item not listed, refer to www.simondelivers.com website
 - c. If generic item not listed, refer to the USDA Nutrient Database website
 - d. If found on USDA website, add item to “Default Size Library” located on TA server
- If non-grocery store item sizes are missing or unspecific:
 - a. Refer to nutrition labels located on establishment’s website (i.e. McDonald’s, Dairy Queen, Caribou Coffee, etc)
 - b. If website information is unavailable, refer to “Default Size Library” on TA server
 - c. If item not found in library, refer to the USDA Nutrient Database website
 - d. If found on USDA website, add item to “Default Size Library” located on TA server

Upon completion of editing each receipt form, sign your initials at top-right corner of form.

Upon completion of editing entire week’s receipt forms, check top right corner, and file envelope in HH’s folder in file cabinet.

Once HH’s four-week collection is complete, receipt forms are ready for coding/data entry into database (see rules for coding).