



Recording time spent working with pesticides

Your work with pesticides is an important part of the PIPAH study and the questionnaires we send you. In the questionnaires, we ask you to indicate your main areas of pesticide work. We also ask you to estimate the number of days you personally mixed, loaded, handled or applied pesticides in those areas of work, as well as typically how many hours per day you spent on each of these. It can be difficult making accurate estimates of these figures if you fill in the questionnaire at the end of the year, especially if you have used a wide range of different pesticides across various areas of work. To help you with these estimates, you may want to keep a record of your work as you go through the year. The accompanying spreadsheet, called Annual Pesticide Use Form, has been produced for this purpose. You can download it from the PIPAH Study webpage. However, you do not have to use this spreadsheet if you would prefer to record your work or make estimates for the questionnaires in some other way.

Within the spreadsheet, you will find a worksheet for each month of the year and also an “annual summary” worksheet. On each monthly worksheet you should enter an estimate of the number of hours you personally mixed, loaded, handled or applied pesticides in each area of work (cereals, oilseeds, etc.) each day. There are several ways to fill in these sheets, and the steps you need to follow in each case are described below.

Option 1 – use a computer for all data entry:

A big advantage of completing the worksheets on your computer is that the figures requested in the questionnaires will be automatically calculated for you, potentially saving you a lot of time. This may be your preferred option if you are comfortable with computers and spreadsheets. Here is what you need to do:

- At the end of each day:
 - Open the Annual Pesticide Use Form spreadsheet and click on the tab at the bottom of the screen for the current month.
 - Find the column corresponding to the current day of the month and enter the number of hours you personally mixed, loaded, handled or applied pesticides for each area of work (cereals, oilseeds, etc.). See Figure 1 for an example.
 - Save the file.
- When completing the next questionnaire:
 - You will be asked for the 'total number of days' and the 'typical hrs per day' for each area of work
 - Go to the 'annual summary' worksheet, find these figures for each area of work and write them on the paper questionnaire as appropriate. See Figure 2 for an example.

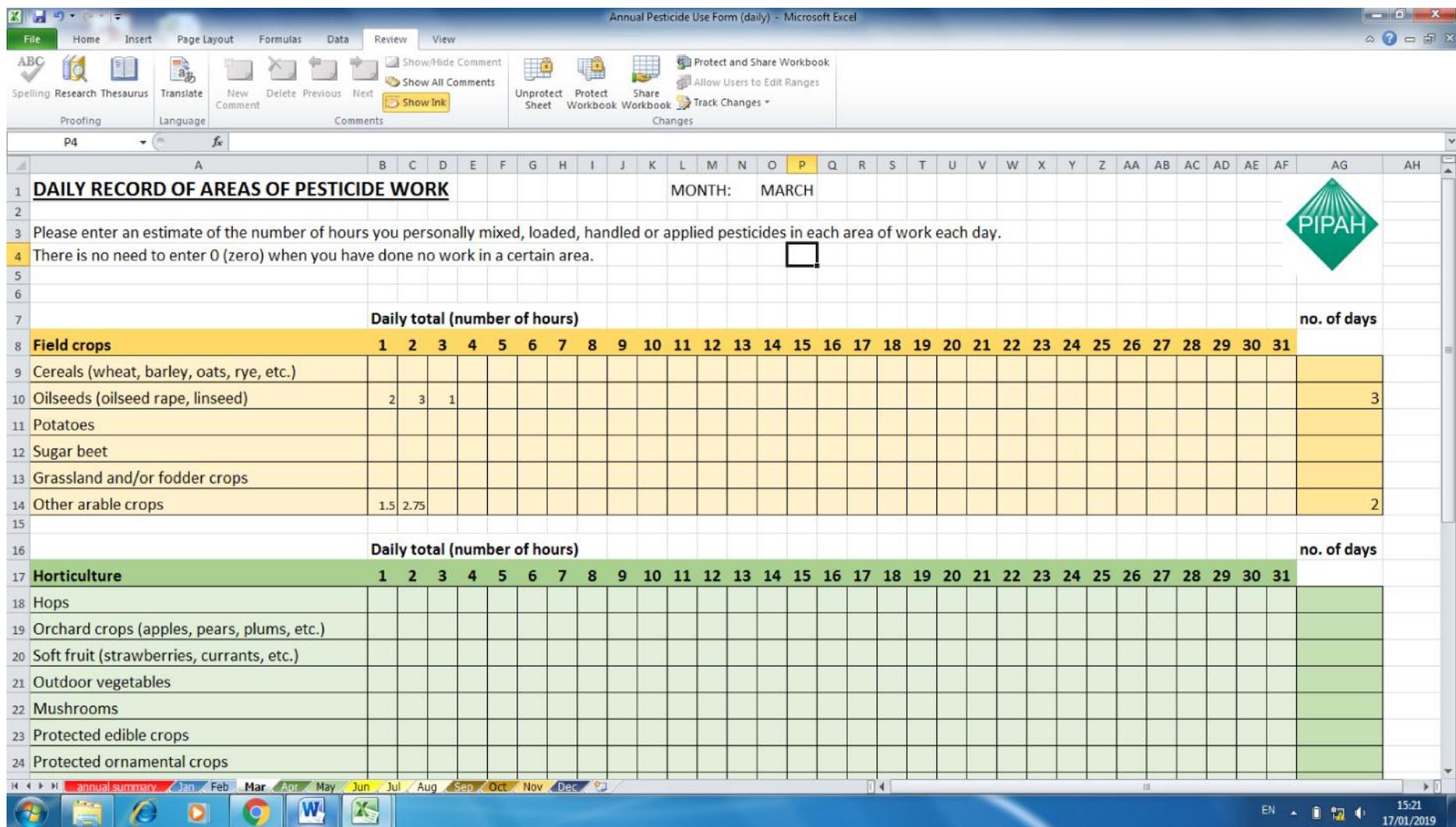


Figure 1. In this example, entries have been made for three dates: 1st March (2 hrs for oilseeds, 1 hr 30 mins for “other arable crops”); 2nd March (3 hrs for oilseeds, 2 hrs 45 minutes for “other arable crops”); 3rd March (1 hr for oilseeds).

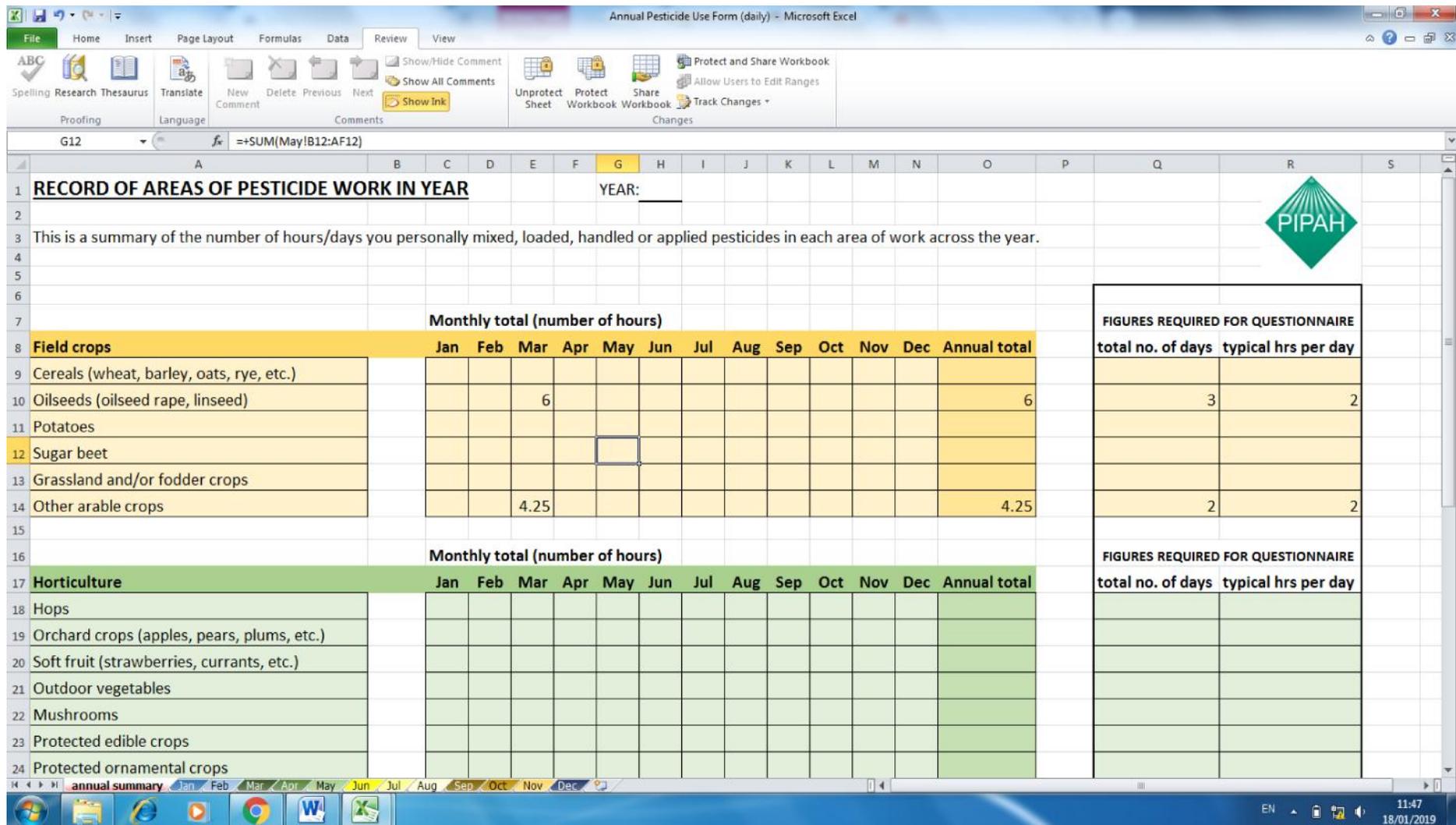


Figure 2. The entries for March in Figure 1 are reflected in the annual summary sheet, shown here. The figures required for the questionnaire are shown in the black box on the right of the screen.

Option 2 – print off the monthly worksheets, fill them in by hand and enter the figures into the spreadsheet on your computer to calculate the annual summary figures:

This is similar to option 1. The difference is that you only use the computer at the start/end of the month (or the start/end of the year if you prefer). If you would prefer not to use your computer as much or if your computer is very slow, it may be your preferred option. Here is what you need to do:

- At the start of the year:
 - Print off the PDF document that contains the 12 monthly worksheets and the annual summary worksheet.
- At the end of each day:
 - On the paper worksheet for the current month, find the column corresponding to the current day of the month and write in the number of hours you personally mixed, loaded, handled or applied pesticides for each area of work (cereals, oilseeds, etc.).
- At the end of the month:
 - Open the Annual Pesticide Use Form spreadsheet and click on the tab at the bottom of the screen for the current month.
 - Copy across your figures from the completed paper sheet(s) to the spreadsheet. See Figure 1 for an example.
 - Save the file.
- Alternatively, at the end of the year (rather than the end of each month):
 - Open the Annual Pesticide Use Form spreadsheet and click on the tab at the bottom of the screen for each month in turn.
 - Copy across your figures from the completed paper sheet for that month to the spreadsheet. See Figure 1 for an example.

- Once the worksheets for all 12 months have been filled in, save the file.
- When completing the next questionnaire:
 - You will be asked for the 'total number of days' and the 'typical hrs per day' for each area of work
 - Go to the 'annual summary' worksheet, find these figures for each area of work and write them on the paper questionnaire as appropriate. See Figure 2 for an example.

Option 3 – print off the monthly and annual summary worksheets, fill them in by hand and perform all calculations manually:

For most people, this option will require the most work. Here is what you need to do:

- At the start of the month:
 - Open the Annual Pesticide Use Form spreadsheet and click on the tab at the bottom of the screen for the current month.
 - Print off the monthly worksheet.
- At the end of each day:
 - Find the column corresponding to the current day of the month and write in the number of hours you personally mixed, loaded, handled or applied pesticides for each area of work (cereals, oilseeds, etc.).
- At the end of each month:
 - Calculate, for each area of pesticide work, the number of days on which you personally mixed, loaded, handled or applied pesticides (even if for a short time), i.e. this will be the number of days with a non-zero entry in that row.

- Write this figure into the “no. of days” column of the monthly worksheet.
- At the end of the year:
 - Open the Annual Pesticide Use Form spreadsheet and click on the “annual summary” tab at the bottom of the screen.
 - Print off this worksheet.
 - Assemble all 12 monthly worksheets for the year.
 - For each area of work in turn (cereals, oilseeds, etc.):
 - For each monthly worksheet in turn, add together the daily totals to give a monthly total of hours spent. Write this monthly total into the corresponding column (month of the year) and corresponding row (area of work) on the “annual summary” sheet.
 - Add together the monthly totals of hours to give an annual total. Write this figure into the “annual total” column.
 - Add together the “no. of days” entries across all months to give an annual number of days. Write this figure into the “total no. of days” column on the “annual summary” worksheet.
 - Divide the “annual total” figure by the “total no. of days” figure to get the average hours per day and enter this into the “typical hrs. per day” column.
- When completing the next questionnaire:
 - You will be asked for the ‘total number of days’ and the ‘typical hrs per day’ for each area of work
 - Go to the ‘annual summary’ worksheet, find these figures for each area of work and write them on the paper questionnaire as appropriate

Option 4 – do not use the spreadsheets supplied and adopt your own approach for recording work and making estimates for the questionnaires

- When completing the next questionnaire:
 - You will be asked for the ‘total number of days’ and the ‘typical hrs per day’ for each area of work
 - From your own records, find these figures for each area of work and write them on the paper questionnaire as appropriate

Summary

Of the four options, Option 1 is recommended if you are happy using computers and spreadsheets and your computer is not too slow, because it will automate the procedure to a large extent. Of the remaining options, Option 2 is recommended if you would prefer not to use your computer as much or if your computer is a little slow, as it will still automate the procedure to a large extent so should save you time. However, although we feel that the spreadsheets supplied will help you provide us with accurate estimates, ultimately it is your decision as to which approach you follow. We realise that your time is precious, and the key point is that we would rather receive estimates from you, rather than nothing at all. Thank you once again for your valuable contribution to this study.