



INSTRUCTIONS FOR THE SMOKING AND ALCOHOL USE (ALCG) FORM

I. General Instructions

The Smoking and Alcohol Use Form is completed during the interview portion of the participant's clinic visit. The interviewer must be certified and should be familiar with and understand the document titled "General Instructions for Completing Paper Forms" prior to completing this form. ID Number, Contact Year, and Name are completed as described in that document.

All interviewers must be consistent in reading the questions clearly and using the exact wording on the form. It is important that there be no omissions or additions in reading the questions. Do not add any interpretations. Problems should be recorded in a note log.

The interviewer must show an interest in the interview and use a pleasant, non-judgmental tone and posture. Greet the participant cordially.

In introducing the questionnaire, the suggested statement follows: "Hello (Ms./Mr. participant's name). My name is _____. In this brief interview we want to collect information on smoking and alcohol consumption. Feel free to ask questions or have me repeat instructions if I am not being clear."

II. Detailed Instructions For Each Item

Smoking

1. Record whether the participant ever smoked cigarettes. This does not include cigars, pipes, or other forms of tobacco consumption. Code "No" if less than 400 cigarettes in a lifetime.
 - 1.a. Record the age the participant started regularly smoking cigarettes.
2. Record whether a doctor ever advised the participant to stop smoking cigarettes.
3. Record current cigarette use (yes/no). This does not include cigars, pipes, or other forms of tobacco consumption. If yes, skip to question 6.
4. Record the age the participant stopped smoking cigarettes. Make sure the participant reports their age, not the year they quit.
5. Record the number of cigarettes smoked per day prior to quitting.

6. Record the current number of cigarettes smoked per day. Skip this question if Question 3 is no.

Drinking

Frequency of alcohol consumption is determined as usual weekly intake. The serving sizes are different for beer, wine, and hard liquor. Serving sizes are "12 oz. bottles or cans of beer," "4 oz. glasses of wine" and "1 and ½ oz. shots of hard liquor."

Read the transition statement: "Next, I am going to ask you about your consumption of wine, beer and drinks made with hard liquor." If the participant mentions that she/he does not drink alcoholic beverages, acknowledge this in a neutral tone and mention in a polite way that you need to ask the next few questions of everybody.

7. Record whether participant consumed any alcohol EVER (yes/no). If no, go to the end of the form.
8. Record current alcohol consumption (yes/no). If yes, skip to Question 10.
9. Record the number of years that the person has not been drinking alcohol and then go to the end of the form.

Record the response in years, rounding ½ down. For example, "1 ½ years" would be recorded as 1 year. "About a half year ago" would be recorded as "0." If the participant stopped more than once, record the years since the most recent stopping. For example, if the participant says: "The last time I quit was two years ago. The first time I quit was twenty years ago", the response would be recorded as "2".

- 10-12. The serving sizes of wine, beer and hard liquor must be clear to the participant. For example, after asking: "How many glasses of wine do you usually have per week?" indicate that you are referring to 4 oz. glasses and that "per week" includes the weekends. If the participant answers in terms of drinks per month, divide by four to derive the weekly intake. If the number of drinks is "half a drink" or less, record "0." If the number of drinks is more than 99, record as "99." "Wine" includes wine coolers, cordials and "sweet wines." "Liquor" includes liqueurs.
10. Record the number of glasses (4 oz) of any wine (white, red, or rose) usually consumed per week. If 0, skip to Question 11.
- 10a. Record the number of days in a week wine was consumed.
11. Record the number of bottles, cans, or glasses of beer (regular or lite) usually consumed per week. If 0, skip to Question 12.
- 11a. Record the number of days in a week beer was consumed.
12. Record the number of drinks of hard liquor (1.5 oz shots; round down) usually consumed per week. If 0, skip to Question 13.
- 12a. Record the number of days in a week hard liquor was consumed.

13. Record the number of alcoholic beverages consumed in the past 24 hours.
14. Read the question aloud. Then, read aloud the response options (Every day to Never).

If the participant is **MALE**, ask:

“During the last 12 months, how often did you have 5 or more drinks containing any kind of alcohol in within a two-hour period?”

If the participant is **FEMALE**, ask:

“During the last 12 months, how often did you have 4 or more drinks containing any kind of alcohol in within a two-hour period?”

Report how often the participant consumed multiple alcoholic beverages within a two-hour period in the last 12 months.

A = Every day

B = 5 to 6 days a week

C = 3 to 4 days a week

D = 2 days a week

E = 1 day a week

F = 2 to 3 days a month

G = 1 day a month

H = 3 to 11 days in the past year

I = 1 or 2 days in the past year

J = Never

Close the interview by thanking the participant and save the form in the DMS.