

Appendix 15

Data-entry Rules

Along with other standardized research practices, rules about food entry are necessary to maintain consistency in data entry among interviewers within a study, as well as over time. This appendix contains rules developed and utilized by the Service Center at the Nutrition Coordinating Center. Since 1974, the NCC Service Center has processed thousands of dietary intake records and continues to use and update data-entry rules with each new release of NDSR.

Data-entry rules are used while entering food records when the participant is no longer available or after all probing techniques during the dietary recall have failed to elicit the required information. Use the NDSR notes fields to document data-entry questions encountered during the dietary recall, review these notes as part of your quality assurance, and refer to the data-entry rules for standardized resolutions. Record the data-entry rule used in the notes field to provide documentation for situations where the study participant was unable to provide information.

Since these NCC data-entry rules may not cover every data-entry question you encounter, consider establishing local data-entry rules at your facility. Studies with very homogeneous populations, where food or beverage choices differ from foods customarily consumed in the U.S., may require local data-entry rules as NDSR unknown selections might be deemed inappropriate. For example, a study of school age children would benefit from specific data-entry rules to standardize the entry of school foods reported. Formulate and record study specific data-entry rules when questions arise that are not covered by existing rules (e.g., “Skyline Chili” or “Spam sushi”). Base rules on local practices or knowledge of the study population. An additional page has been provided to document local and/or population specific foods and their corresponding data-entry rules. Contact NCC for guidance in use or development of data-entry rules.

The NDSR data-entry rules are categorized by type of rule, and arranged alphabetically. When foods are not an option in NDSR, a keylist and brief description have been provided to expedite the food search. Refer to “*Appendix 9, Rapid Entry*” for more information about keylists.

Type of Rule

General Data-entry Rules

Unknown Type / Food Not an Option in NDSR

Preparation Rules

Unknown Amounts

Study Specific Data-entry Rules

General Data-entry Rules

Food	Situation	Data-entry Rule
Cake, with frosting or glaze	amount reported in weight	Enter 50% of the reported weight for any cakes with “angel food” or “sponge” in the description; enter 65% of the reported weight for any other type of cake. (NDSR adds frosting according to cake portion entered.)
Fast Food item with major ingredient modifications (e.g., extra beef or cheese)	not an option (variable ingredients are not available for Fast Foods)	Use View Ingredient feature to make appropriate modifications (see “ <i>Chapter 4, Managing NDSR Intake Records and DSAM</i> ”).
Fast Food item with minor ingredient modifications (e.g., extra pickles, no catsup or mustard)	not an option	generally disregard modification of minor ingredients unless ingredient contributes significantly to nutrient of interest (e.g., sodium)
Foods with flavor or minor ingredient variations (e.g., chocolate chips, coconut, nuts, or fruit in baked items; herbed bread sticks; tomato paste in chili)	if not an option	generally disregard for commercial products and mixes, if not an option, or if variation is not a variable ingredient in home recipes and mixed dishes
Foods with major ingredient variations (e.g., tofu in chili)	if not an option	Use View Ingredient feature to make appropriate modifications (see “ <i>Chapter 4, Managing NDSR Intake Records and DSAM</i> ”).
Foods with variable spelling or names (e.g., donut or doughnut)	food search may not produce expected result	select EXPAND SEARCH , try another spelling, or search on just a few letters of the food
Fruit, vegetable, chicken, or baked items	diameter or other dimensions reported	enter the FSU that is the closest match
Margarine, eaten at home, brand name not specified; brand name reported at another time on same food record	unknown if brand name used by participant at all times	enter the brand name stated earlier at all times
Recipe ingredients	if hard to find	use EXPAND SEARCH or ingredient hierarchy (INGR)
Salt, pepper, or spices	added at table	disregard or follow study protocol
Two amounts reported	conflicting information	ask the participant to verify one size or the other, enter an average (when reasonable); use judgment to determine most likely amount

Unknown Type/Food Not an Option in NDSR

Food	Situation	Data-entry Rule
<u>Beverages</u>		
Margarita	unknown if with crushed ice, frozen, or strained (not frozen)	if < 8 FO, strained (not frozen) if ≥ 8 FO, with crushed ice (frozen)
Tea, white	not an option	green tea
<u>Bread, Cereal, Pasta, or Chips</u>		
Chips, savory snack-type, flavored, unknown brand	not an option	disregard the flavor and enter as the type of chip
King cake	not an option	coffee cake, quick bread or crumb type, with frosting or glaze, plain
<u>Dairy or Eggs</u>		
Cheese on mixed dishes or Tex-Mex food	unknown type	Cheddar
Eggs enhanced with omega 3 fatty acids (as variable ingredient)	hard to find	choose egg substitute and other types of egg, then select egg enhanced with omega 3 fatty acids (e.g., Eggland's Best)
Hoop cheese	not an option	uncreamed dry curd cottage cheese
<u>Desserts</u>		
Cookie dough	not an option	enter as same type of baked cookie, same amount as cookie dough reported
Ice cream treat, brand name	not an option	match description to NDSR non-brand entry
Pie filling, fruit	unknown type	other fruit – no added fat (FILL.FRP)
<u>Fat, Salad Dressing, or Nuts</u>		
Margarine, light or low fat	not an option	diet, unknown % fat (MARG.D.U)
Margarine, regular, soft	unknown type	tub margarine (MARG.REG.TUB)
Nuts in cooking	unknown type	walnuts
Nuts in cooking	unknown if salted	unsalted
Nuts on sundae	unknown type	peanuts
Salad dressing, oil and vinegar	oil type specified	homemade (DRES.OV.H)
Spanish peanuts	Not an option	peanuts, oil roasted
<u>Fruit</u>		
Fruit, canned "light"	unknown type pack	syrup pack, light
Fruit, canned, unsweetened	not an option	juice pack

Unknown Type/Food Not an Option in NDSR

Food	Situation	Data-entry Rule
Fruit, fresh	unknown if raw or cooked	raw
Mixed fruit	individual fruits specified, but not quantified	divide fruits evenly and enter as assembled food; or if only a partial list is given, enter as FRUI.MIX
<u>Meat, Fish, or Poultry</u>		
Chicken leg	unknown if drumstick or thigh and drumstick	drumstick
Chicken or turkey in mixed dishes, salad, and sandwiches	unknown if skin eaten	without skin, unknown when skin removed
Meat, fish or poultry	unknown if weight is with or without refuse	edible portion, unless “menu weight”
Meat, fish or poultry	unknown if weight is before or after cooking	after cooking unless “menu weight” or recipe ingredient
Meat, partially trimmed	not an option	50% visible fat eaten, 50% no visible fat eaten
Meat, trimmed	not an option	no visible fat eaten
Meat, untrimmed	not an option	visible fat eaten
Scallops, medium	not an option	large
<u>Miscellaneous</u>		
Lunch or Snack packaged combinations (e.g., crackers, cheese, lunchmeat, beverage, and/or dessert)	not an option	enter as assembled food probing for all food items and amounts eaten
Olives on Tex-Mex food or chili	unknown type	black olives
Pizza	unknown crust type	thin
Stew (beef, lamb, etc.)	unknown ingredients	gravy base with potatoes, with carrots or dark green vegetables
<u>Vegetables or Salads</u>		
Baby corn	hard to find	select food specific unit under corn (CORN.YEL.CAN) or (CORN.WHI.CAN)
Beets in salad bar	unknown type	pickled beets (BEET.PIC)
Salad with vegetables	individual vegetables specified, but not quantified	find salad with closest vegetable, description, or variable matches
Vegetables	unknown if cooked or raw	generally enter cooked
Vegetables, canned and rinsed	not an option	canned, 50% regular and 50% low sodium
Vegetables, mixed	individual vegetables specified, but not quantified	if similar entry isn’t an option, enter equal amounts of each vegetable as an assembled food

Unknown Type/Food Not an Option in NDSR

Food	Situation	Data-entry Rule
Preparation Rules		
Meat, fish, or poultry, fat in preparation specified	unknown method of cooking	generally baked without coating
Meat or fish, basted in its own juices	not an option	not basted or marinated
Pam and other cooking sprays used in preparation	not an option	select no fat added in preparation
Pudding, milk type specified, unknown if from mix or recipe	unknown preparation	prepared from mix
Vegetables cooked with bouillon	not an option	cooked with regular salt
Vegetables, plain or no added fat	unknown preparation	boiled, no added fat, unknown if salted
Vegetables, prepared with meat	unknown preparation	disregard if meat is $\leq 10\%$ fat; if $> 10\%$ fat enter vegetable as prepared with appropriate animal fat
Vegetables, prepared with skinless poultry	unknown preparation	select no fat added in preparation

Unknown Amounts

Food	Amount
<u>Additions to Beverages</u>	
Artificial sweetener	1 PKT per 1 CP
Cream or liquid cream substitute	1 CNT (1/2 FO) per 1 CP
Powdered cream substitute	1 PKT per 1 CP
Sugar	1 PKT per 1 CP
Syrup, flavoring for coffee	1 FO per 1 shot
<u>Additions to Foods</u>	
Butter flavored replacement powder on vegetables	1 TS powder per 1 CP vegetables
Butter or margarine on bread	1 TS butter or margarine per 1 slice bread
Butter or margarine on English muffin or bagel	1 TS butter or margarine per ½ English muffin or ½ bagel
Butter or margarine on mashed potatoes	2 TS butter or margarine per 1 CP mashed potatoes
Butter or margarine used for grilling sandwiches	1 TS butter or margarine per 1 slice bread
Catsup on French fries or sandwich	1 TB catsup per 1 small serving French fries or 1 sandwich
Cheese on mixed dishes or Tex-Mex food	2TB fresh grated cheese per 1 CP mixed dish or Tex-Mex item
Cheese topping on vegetables	2 TB fresh grated cheese per 1 CP vegetables
Cream cheese on bagel	1 TB cream cheese per ½ bagel
Filling, frosting or whipped topping on cake	0.2 TB filling or frosting or topping per cubic inch of cake, if not an option
Glaze on meat, fish or poultry	disregard glaze
Guacamole on Tex-Mex food or chili	2 TB guacamole per 1 Tex-Mex item or 1 CP chili
Gravy on mashed potatoes or vegetables	4 TB gravy per 1 CP mashed potatoes or vegetables
Ice cream on dessert (a la mode)	½ CP ice cream per 1 piece dessert
Jelly on toast or bread	1 TB jelly per 1 slice of bread
Lettuce on sandwich	1 medium leaf per 1 sandwich
Mayo or mayo-type dressing on sandwich	1 TB mayo per 1 sandwich
Milk on cereal	½ CP milk per 1 CP cereal
Mustard on sandwich	2 TS mustard per 1 sandwich
Nuts on sundae	1 TB nuts per ½ CP ice cream
Oil based pasta sauce (flavored oil)	1 TB oil per 1 CP pasta
Olives on Tex-Mex food or chili	½ TB chopped olives per 1 Tex-Mex item or 1 CP chili
Peanut butter on bread	1 TB peanut butter per 1 slice bread

Unknown Amounts

Food	Amount
<u>Additions to Foods</u>	
Pickle relish on sandwich	1 TB relish per 1 sandwich
Pickle slices on sandwich	2 slices pickle per 1 sandwich
Salsa or picante sauce on Tex-Mex item	1 TB salsa or picante sauce per 1 Tex-Mex item
Sauce on mashed potatoes or vegetables	4 TB sauce per 1 CP mashed potatoes or vegetables
Sauce on meat, fish or poultry	½ TB sauce per 1 OZ meat, fish, or poultry, if not an option
Sour cream on Tex-Mex food or chili	2 TB sour cream per 1 Tex-Mex item or 1 CP chili
Sugar glaze on vegetables	enter 2 TS sugar per 1 CP vegetables
Sugar on cereal	1 TS sugar per 1 CP cereal
Sugar on fresh fruit	1 TS sugar per 1 CP or 1 piece of fruit; or choose frozen, sweetened
Syrup on pancakes, waffles, or French toast	2 TB syrup per 1 piece
Tomato slices on sandwich	2 medium slices tomato per 1 sandwich
Whipped topping on pie	2 TB topping per 1/8 of 9" diameter pie
Whipped topping on pudding or gelatin dessert	2 TB topping per ½ CP pudding or gelatin dessert
Whipped topping or ice cream topping on sundae	2 TB topping per ½ CP ice cream
<u>Miscellaneous Amounts (No FSU available)</u>	
Heaping teaspoon or tablespoon	1 heaping teaspoon = 2 TS 1 heaping tablespoon = 2 TB
Ice cream, 1 scoop	½ CP ice cream per 1 scoop
Tortilla for wrap sandwich	8" diameter circle

