

Survey of Work Schedules and Sleep Patterns of Train and Engine Passenger Service Employees

****Important: Please Read Before Making Entries in Daily Log****

Using the Daily Log

The log is divided into 14 sections. Start a new section for each new day. On the section divider page, write the date. Please start with Day 1. Begin your log on a day that you will be working. It is important that you provide data for **14 consecutive days**. If you have scheduled a vacation during this 14-day period, do not begin the log until after the vacation.

Complete the log for every day of the study, not just the days that you work. **We need a record of your sleep for all 14 days.**

Try to make entries in the log upon arising and at the start and end of each work period. **If you work a split assignment**, rate your alertness at the start and end of each of the two segments of your assignment. If for any reason you do not record data at the appointed time, fill out your log as soon as possible to the best of your ability. The study results will not be meaningful without complete log book entries from you.

Draw a vertical line in the appropriate column for the time period of each activity or sleep period and write the start and end times next to the line. Please use military time.

The log contains a sample entry for 2 days. Please review this example to make sure that you understand how to make entries in the log.

Sleep Periods (complete daily)

Record your main sleep periods as well as any supplementary sleep periods or naps. Enter sleep quality ratings for your longest sleep period ending on each day. If your sleep is interrupted due to family or other circumstance for more than 15 minutes, please record this on the log by showing two separate sleep periods. Treat interruptions of less than 15 minutes as continuous sleep but place an "X" at the time of the interruption.

Next to the vertical line in the sleep column of the activity page, write an "A" to indicate that you slept away from home or "H" to indicate that you slept at home.

You should report all naps that you take during on-duty time, limbo time or interim release.

Explain anything unusual about your sleep in the Comments section.

Please turn over→

Work Periods

Make entries on the activity page to record your travel to/from your reporting point (Commute), your on-duty period (Work), and limbo time or period of interim release or break, if any. Record as commute, the period from leaving home or lodging until you arrived at your reporting location. **If you arrive at your reporting point in advance of your sign on time, record this time as work. Similarly, if you do not leave company property immediately following the end of your service, record this time as work.**

If you start a work period today that will end tomorrow, rate your alertness today when you report for work and tomorrow when you complete the work period.

Explain anything unusual about your work period in the Comments section.

Study Compensation

You must return a completed background survey and 14 days of sleep and work schedule information to receive the compensation. You will receive a \$75 gift certificate to a retail establishment as compensation for your participation in this study. Complete the last page of the log book to indicate your preference for the study compensation. You should receive your gift certificate within 4 weeks of returning your materials.

Returning Study Materials

Return your Background Survey and Daily Log in the postage paid envelope. If you cannot locate the return envelope, please contact Talin Chaparian, tchaparian@foster-miller.com or 781-684-4160, for a replacement.

Questions or Problems?

If you have questions on any aspect of these instructions, are not sure how to report specific work or sleep information, or need additional survey materials, please contact Amanda DiFiore, adifiore@foster-miller.com, 781-684-3978 or Judy Gertler, jgertler@foster-miller.com, 781-684-4270.