

## Standard Operating Procedures (SOPs) – Vaccination Card Picture Management

During the EPI survey, interviewers will take pictures of the vaccination cards (one or more) of selected eligible children found at home. If no card is available at home, pictures of health facilities will be sought.

[Insert number of cameras] – [insert model of cameras] will be assigned to each supervisor for distribution to his/her teams. These cameras are the property of [insert].

One camera per team will be used. Fully charged and empty (no files) cameras and their cables will be distributed by the supervisors before fieldwork. They will be collected by the supervisors at the end of the survey.

A log form with dates and signatures will be used to track which camera is assigned to whom. At the end of the survey, cameras without pictures will be returned to the survey coordinator.

Interviewers and supervisor are responsible for taking care of the cameras and associated cables. If a camera (or cable) is lost, stolen or damaged, the interviewer should notify the supervisor immediately. In turn, the supervisor will notify the survey coordinator. A new camera, or a temporary solution, will be assigned as soon as possible.

### Training

Training activities related to taking pictures will include:

- Reviewing these SOPs with the interviewers.
- Taking practice pictures of vaccination cards (in a classroom and in the field)
- Downloading pictures into computers (supervisors) and filing them into “pilot” folders
- Renaming each picture file according to the defined file naming convention (see below)
- Reviewing the quality of the pictures as projected on a screen (in the training classroom)

### Field Work

#### Taking the pictures

The picture will be taken at the moment indicated in the data collection questionnaire.

Before taking the picture, interviewers will make sure that:

- Consent was given
- The form identification is visible (not covered by the card or other object)
- The camera has been focused on the card and that numbers (including ID in the form) are legible
- Glare from sun light or artificial light is not affecting the legibility of the card
- Internal camera Date/Time are correct

Then, interviewers will take one or more pictures from each vaccination card found in the household, as to ensure photo quality.

On the data collection form, the person taking the photo will mark that the picture was taken from a household vaccination card.

If a vaccination card is not available in the household, a card can be sought at the health facility indicated by the interviewee and recorded in the data collection questionnaire.

Before taking the picture in the health facility, interviewers or designated staff will make sure that:

- Consent was given
- In the health facility, the person responsible for vaccination and/or records is in agreement
- The form identification is visible (not covered by the card or other object)
- The camera has been focused on the card and that numbers (including ID in the form) are legible
- Glare from sun light or artificial light is not affecting the legibility of the card
- Internal Date/Time are correct

As with household card pictures, interviewers or designated staff will take one or more pictures from each vaccination card found in the health facility, as to ensure photo quality.

On the data collection form, the person taking the photo will mark that the picture was taken from a health facility vaccination card.

**Photographs NOT related to the survey, or of the people being interviewed, are NOT to be taken.**

### **Downloading the pictures**

Each day (or in a frequency agreed upon between the interviewers and supervisors), supervisors will download the pictures taken on that day, or since the previous download. They will use a data cable or the camera SD card.

Files will be stored by date of download inside a folder with each district's name.

For example, a folder name could be:

2015-11-18 and it will be located within the District folder named Achrafieh.

**Pictures will not be deleted until the survey has finished and data entry has been completed. If memory is insufficient, erasing files will be decided by the supervisor in agreement with the survey coordinator.**

### **Renaming the pictures**

Data entry staff will be responsible to copy all the files from each district in a central computer. Having teams of two people may facilitate this file renaming task, with one defining the name after looking at the picture and identifying the location and data collection form serial number, plus the number of pictures related to that form.

Each file will be renamed following this convention:

- One digit, from 1 to 8, to represent the governorate.
- Two digits, from 01 to 26 to represent the district
- XX digit pre-printed serial number:
  - Five digits, from 00000 to N to represent the pre-printed serial number in the forms in the general population survey OR
- When there is more than one picture of the same card, or more pictures from different cards of the same eligible child, a final sequential letter (a, b, c, etc.) will be added
- A dash will separate each component of the file name.

Example:

- 1-01-09998-b represents the second picture of the child with form 9,998 completed in the governorate of 1, district 01.

File backup procedures will be used, and they will be the same procedures used for the rest of the survey data.

Only qualified data extractors will have access to the picture files (already renamed). Given that the pictures contain personal identifiers, the survey coordinator or principal investigator should authorize copies of survey picture files.

Pictures to be used for educational purposes, or for inclusion in presentations or a report, will make the child's name unreadable by covering it or using image distortion in that section of the picture.

### **Post-Field Work**

- Cameras, and associated cables, will be collected by the supervisor and logged-in as returned on the form available for such purpose (with date and signature).
- All pictures will be deleted from the cameras by the supervisors before returning them to the survey coordinator.
- Cameras, and associated cables, will be stored by the survey coordinator.