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ABBREVIATIONS

AA	-	Administrative Assistant
CI	-	Community Involvement
CHE	-	Community Health Education
EPI	-	Epidemiologist
HA	-	Health Assessor
HE	-	Health Education
HPE	-	Health Professional Education
Mgmt	-	Management
PGO	-	Program Grants Office
POC	-	Point of Contact
PI	-	Principal Investigator

Attachment L. Sample Cover Letters.

Template for Cover Letter to Potential Participants (Pre-Intervention)

Date _____

Dear Community Member,

The staff from the _____ (health department and/or other organization(s) when appropriate) _____ and the Agency for Toxic Substances and Disease Registry (ATSDR) would like you to be a part of the _____ (site name, city, or contaminant – e.g., Asbestos, Omaha Lead, or El Dorado Hill County) _____ Household Survey. This survey is allowed under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Section 104(i). The survey takes about twenty (20) minutes to complete.

We are conducting this survey to find out what local residents do and think about (contaminant, contaminant area and/or site name) in the community. We will ask you about what you do in a day, (select all that apply: some feelings and thoughts about your life, what you think about your physical and mental health, and/or what you think about the environment) _____. We will also ask you about the people who live in your house. What you tell us will help us decide what public health services to offer to your community. In addition, we may come back in the next few months [(or fill in timeframe)] to see if the public health services were helpful to you.

We really want to know what you think but answering the survey is your choice. You may take part in the survey or not. Again, that is your choice. Nothing will happen to you or anyone in your household if you decide not to answer the questions. If you agree to take part in the survey, you don't have to answer any question that you don't want to. ~~Data will be treated in a confidential manner, unless otherwise compelled by law.~~ We will keep your personal information as private as the law allows. Only people working on this survey will know what answers came from you.

If you have any concerns about your rights as someone who is a part of this survey project, call _____ (name) _____ of the _____ (agency) _____ at _____ (phone number) _____. _____

Thank you for participating in this important survey.

Sincerely,

Template for Cover Letter to Potential Participants
(Single Collection or Post-Intervention)

Date

Dear Community Member,

The staff from the (health department and/or other organization(s) when appropriate) and the Agency for Toxic Substances and Disease Registry (ATSDR) would like you to be a part of the (site name, city, or contaminant – e.g., Asbestos, Omaha Lead, or El Dorado Hill County) Household Survey. This survey is allowed under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Section 104(i). The survey takes about twenty (20) minutes to complete.

We are conducting this survey to find out what local residents do and think about (contaminant, contaminant area and/or site name) in the community. We will ask you about what you do in a day, (select all that apply: some feelings and thoughts about your life, what you think about your physical and mental health, and/or what you think about the environment). We will also ask you about the people who live in your house. What you tell us will help us decide what public health services to offer to your community. In addition, we may come back in the next few months [(or fill in timeframe)] to see if the public health services were helpful to you.

We really want to know what you think but answering the survey is your choice. You may take part in the survey or not. Again, that is your choice. Nothing will happen to you or anyone in your household if you decide not to answer the questions. If you agree to take part in the survey, you don't have to answer any questions that you don't want to. ~~Data will be treated in a confidential manner, unless otherwise compelled by law.~~ We will keep your personal information as private as the law allows. Only people working on this survey will know what answers came from you.

If you have any concerns about your rights as someone who is a part of this survey project, call (name) of the (agency) at (phone number).

Thank you for participating in this important survey.

Sincerely,

Attachment M. Sample Interviewer Scripts

Template for Interviewer's Script (Telephone Interview)

Hello, I'm calling you on behalf of the ____ (health department and/or other organization(s) when appropriate) ____ and the Agency for Toxic Substances and Disease Registry (ATSDR). My name is ____ (name) ____ . We're calling to ask people about what they do and think about ____ (short site-related information such as contaminant, area of contamination, and or company name) ____.

Is this a private residence?

If "no,"

Thank you very much, but we are only interviewing private residences. **Stop**

I need to speak with someone who is at least 18 years old and lives in your house. Are you 18 years of age or older?

If "yes,"

Then you are the person I need to speak with. **Go to page 2 "Introduction to Survey."**

If "no,"

Is there someone 18 years of age or older at home right now that I may talk with?

If "yes,"

May I speak with ____ (name given, or him or her) ____? **If yes, go to "Correct Respondent" once the person is on the line. _**

If "no," stop.

To the Correct Respondent

Hello, I'm ____ (name) ____ calling for the ____ (health department and/or other organization(s) when appropriate) ____ and the Agency for Toxic Substances and Disease Registry (ATSDR). We're calling to ask people about what they do and think about ____ (short site-related information such as contaminant, area of contamination, and or company name) ____.

Go to page 2 "Introduction to Survey."

Introduction to Survey

I am asking you to be a part of this survey because you live in this community. The questions take about twenty (20) minutes to complete.

The name of this survey is (site name, city, or contaminant – e.g., Asbestos, Omaha Lead, or El Dorado Hill County) Household Survey. It is allowed under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Section 104(i) – also known as the Superfund.

I'd like to ask you questions about some of the things you do in a day, (select all that apply: some feelings and thoughts about your life, what you think about your physical and mental health, and/or what you think about the environment). I will also ask you about the people who live in your house.

You don't have to answer any question you don't want to. And, you can stop answering my questions at any time. Only people working on this survey will know what answers came from you.

If you have any concerns about your rights as someone who is part of this survey project, I will give you a telephone number for you to call to get more information.

Is it okay to begin?

Template for Interviewer's Script
(In-person Interview)

[If a child answers the door, ask to speak to an adult. If you are unsure that the person who answers the door is 18 years of age or older but appears to be a teenager or young adult, begin the script.]

Hello, I'm here to talk with you on behalf of the ____ (health department and/or other organization(s) when appropriate) ____ and the Agency for Toxic Substances and Disease Registry (ATSDR). My name is ____ (name) ____ . We're here to ask people about what they do and think about ____ (short site-related information such as contaminant, area of contamination, and or company name) ____.

I need to speak with someone who is at least 18 years old and lives in this house. Are you 18 years of age or older?

If "yes,"

Then you are the person I need to speak with. **Go to page 2 "Introduction to Survey."**

If "no,"

Is there someone 18 years of age or older at home right now that I may talk with?

If "yes,"

May I speak with ____ (name given, or him or her) ____? **If yes, go to "Correct Respondent" once the person comes to the door.** _

If "no,"

Thank you very much. **Stop.**

To the Correct Respondent

Hello, I'm ____ (name) ____ and I'm here to talk with you on behalf of the ____ (health department and/or other organization(s) when appropriate) ____ and the Agency for Toxic Substances and Disease Registry (ATSDR). We're asking people about what they do and think about (short site-related information such as contaminant, area of contamination, and/or company name).

Go to page 2 "Introduction to Survey."

Introduction to Survey

I am asking you to answer this survey because you live in this community. The questions take about twenty (20) minutes to complete.

The name of this survey is (site name, city, or contaminant – e.g., Asbestos, Omaha Lead, or El Dorado Hill County) Household Survey. It is allowed under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Section 104(i) – also known as the Superfund.

I'd like to ask you questions about some of the things you do in a day, (select all that apply: some feelings and thoughts about your life, what you think about your physical and mental health, and/or what you think about the environment). I will also ask you about the people who live in your house.

You don't have to answer any question you don't want to. And, you can stop answering my questions at any time. Only people working on this survey will know what answers came from you.

If you have any concerns about your rights as someone who is part of this survey project, I will give you a telephone number for you to call to get more information.

Is it okay to begin?