

Attachment L1. Sample Cover Letters for Pre- and Post- Evaluation

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. 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.

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