Recruitment Script for EIA 812 – Monthly Product Pipeline Report

Hello, I'm <u>recruiter name</u>. I am calling from the Energy Information Administration (EIA). I'd like to speak to: _____

The EIA is conducting a telephone survey to better understand the process that is used and the amount of time it takes companies to complete the EIA-812, "Monthly Product Pipeline Report." This includes how long it takes you to collect and collate the data, complete the survey form, and answer any follow-up questions we may have for you. This information will be used to calculate an average of how long it takes our respondents to complete the EIA-812 and as input for any future survey redesign efforts to reduce respondent burden. Are you familiar with this form?

- Yes: continue with protocol
- No: Okay, let me tell you a little about the form then first. Form EIA-812 collects data on end-of-month stocks and movements of petroleum products transported by pipeline

What I'm looking to do now is set up an appointment sometime <u>next week</u> to discuss the 812 with you. We're expecting the phone calls to last about 45 minutes and we would like you to think about and look at previous form submissions in order to get an idea of how much time you spend on completing the form.

Is there a date and time that works best for you?

Date: _____

Time: _____

I will send you a confirmation email later today but I want to make sure I have the correct email first. Your e-mail is: _____

If necessary:
- This is not an official data collection.
- Your participation in this is completely voluntary.
- Finally, you or your company will not be mentioned by name in any report.

If you have any questions, please contact me.

Again, thank you very much for agreeing to participate in this study.