

## **Recruitment Script for EIA 815 – Monthly Bulk Terminal and Blenders Report**

*Email to be sent to survey contact to help identify the correct cognitive interview participant:*

Dear Mr. / Ms. X,

We are seeking feedback from survey respondents and information on petroleum products terminal operations relating to our survey Form EIA-815 “Monthly Bulk Terminal and Blender Report”. We will use this information to gain a better understanding of how you gather data to complete the survey and of petroleum products terminal operations in general. This will help us improve the survey form, along with instructions and definitions, with the goal of making the survey easier to complete while producing relevant and useful data for analysis of petroleum markets.

I’m contacting you to ask for your assistance in this effort. I’ll be setting up meetings of about 45 minutes with people at terminal operating companies beginning in mid-October to discuss Form EIA-815 and terminal operations generally. There will most likely be two or perhaps three people from EIA attending and there is no advance preparation needed on your part.

Please let me know if you are willing to participate in a meeting to discuss Form EIA-815 reporting and terminal operations. Because we are interested in survey reporting as well as terminal operations in general, I recognize it may be necessary for us to meet with more than one person at your company. Please let me know who you think we should meet with from your company.

Thank you, and feel free to contact me if you have any questions.

*The telephone recruiting script we will use after the email is sent:*

Hello, I'm recruiter name. I am calling from the Energy Information Administration (EIA). I'd like to speak to: \_\_\_\_\_

We are seeking feedback from survey respondents and information on petroleum products terminal operations relating to our survey Form EIA-815 "Monthly Bulk Terminal and Blender Report". We will use this information to gain a better understanding of how you gather data to complete the survey and of petroleum products terminal operations in general. This will help us improve the survey form, along with instructions and definitions, with the goal of making the survey easier to complete while producing relevant and useful data for analysis of petroleum markets.

So what we do is I set up a meeting of about 45 minutes with people at the terminal to discuss Form EIA-815 and terminal operations generally. There will most likely be two or perhaps three people from EIA attending and there is no advance preparation needed on your part.

Now, because we are interested in survey reporting as well as terminal operations in general, I recognize it may be necessary for us to meet with more than one person at your company. Do you know who might have this information?

- Get additional names
- Set up visit
- Confirm email and address – follow up email.

If you have any questions, please contact me.

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