

## **Attachment C7: Follow-up Mailing Cover Letter**

[2<sup>nd</sup> mailing Cover Letter on Battelle Letterhead]

[Date]

[Address]

Dear [Name]:

Recently we contacted you to request your assistance with an important research project. The National Institute for Occupational Safety and Health (NIOSH) has contracted Battelle, a nonprofit research firm, to conduct a customer satisfaction survey. We have randomly selected 300 individuals from each of four organizations to participate in this research study: the American College of Occupational and Environmental Medicine, the American Society of Safety Engineers, the American Association of Occupational Health Nurses, Inc., and the American Industrial Hygiene Association. We greatly appreciate the support of your organization for this research project.

If you already completed the survey on-line, please accept our thanks and discard this mailing. If you completed the survey but did not return the Survey Response Card, please mail the enclosed card so we may update our files.

If you have not completed a survey, we are offering two options for completion. Enclosed in this envelope is a unique ID, not linked to your name, which can be used to access the survey on-line at [online link]. Or, if you prefer, you may complete the enclosed paper version of the survey. Either way, please be sure to return the enclosed Survey Response Card so we know you've completed a survey.

The survey should take about 10-20 minutes to complete, depending on your level of familiarity with NIOSH publications. Your participation is voluntary, however, we urge you to complete a survey. Your responses will help NIOSH better serve the information needs of the members of your organization and others working to protect the health of American workers.

We hope you have found the NIOSH Information Products CD and a CD version of the Pocket Guide to Chemical Hazards useful. If you have any questions about the project, please call me at 314-993-5234 ext. 141. If you have any questions about your rights as a study subject, please call the Battelle Institutional Review Board toll free at 1-877-810-9350, extension 500. Thank you for your consideration.

Sincerely,

Lisa V. John, PhD  
Project Director