

Attachment H2. Organizations with 3,000 or fewer members with email addresses

Survey all members (census)

In order to conduct a survey of your members, your organization will need to prepare a targeted sampling frame. This will involve the following steps: 1) generate a list of members with email addresses; 2) filter out members such as retirees, students, administrators/directors/managers, educators, and others who are not likely to be exposed to [insert relevant chemical agent(s)], 3) retain members who are likely to use or come in contact with these chemical agents, and 4) resulting list of potential participants will be sent invitation letter. A quality check of the sample needs to be performed to verify that excluded members are not in the sample.

Our goal is to obtain 1,000 completed surveys (i.e., hazard module and core module). Assuming a 50% response rate, a sample size of 2,000 will be necessary to ensure that we meet our goal. Since the size of your organization may preclude this, our goal is to obtain as many survey participants as possible.

The list of members with email addresses will need to be prepared within two months of launching the survey to ensure that it is current. The survey is scheduled to be launched in late January 2011.

For quality assurance purposes, a written description of the steps taken to prepare the listing will need to be provided to NIOSH.