

Advanced Letter for Phone Survey Participants

<DATE>

<Company Name>

123 Main Street
Anywhere, USA 12345

Dear Processing Plant Manager,

The National Oceanic and Atmospheric Administration (NOAA) is conducting a study to learn more about shore-based fish processing plants in Alaska, such as yours. The information we collect will improve the quality of information available about shore-based processing plants and how they are related to local communities. The information provided through the phone survey will also allow us to include a short, narrative profile of shore-based processing plants in Alaska in an updated version of the *Community Profiles for North Pacific Fisheries – Alaska*. You can view the profiles that are already done at <http://www.afsc.noaa.gov/REFM/Socioeconomics/Projects/CPU.php>.

We have identified you as someone with in-depth knowledge of your processing plant and the appropriate person for us to talk with. In the next couple of weeks, an interviewer from NOAA will be calling to schedule an interview with you at a time that is convenient for you. The phone survey will take approximately 30 minutes to complete. You will be asked about the role your plant plays in the local community and the benefits you provide to your employees. You will also have the opportunity to review your profile and suggest changes before it is published.

The survey is voluntary, however, your participation is highly valued and the information you provide may be used in social impact assessments of fisheries management actions and policies and will be important for forecasting the potential social impacts of fishing regulations on communities which have a shore-based fish processing facility. To make sure that the best possible information is obtained about your plant, we need to hear from you. Without your response, we will not be able to provide the information requested in your plant's profile.

Thank you in advance for your help in this important study. If you have any questions, please feel free to contact me directly at (206) 526-4221.

Sincerely,

Amber Himes
Principal Investigator of the Processor Profiles Project