

ATTACHMENT I – Introductory email

Subject: NORS-Foodborne outbreak reporting evaluation

Dear [RSA],

The NORS-Foodborne team is conducting a survey to evaluate the National Outbreak Reporting System (NORS) for foodborne disease outbreak reporting. The responses to this survey will help to improve the reporting system. We are asking all Reporting Site Administrators (RSAs) responsible for entering foodborne disease outbreak reports into NORS to complete the survey.

Your participation is voluntary. By returning the survey you are consenting to participate. There is no penalty for declining to participate and there are no foreseen risks to you or your state if you do not participate. You will receive no direct benefits from participating in the survey; however, your participation will help to improve the reporting system.

The information you provide will not be considered to constitute your NORS reporting agency's official policy or position, and will not be used beyond the scope of this evaluation without your permission. We would like to share the results of this evaluation with participating NORS reporting agencies, but all responses will be kept anonymous. This evaluation will provide us with valuable information to help us understand how to improve the reporting system; the effectiveness of the system is dependent on the work at local and state health departments.

The survey will take approximately 20 minutes to complete. The survey must be completed in one sitting, so please make sure that you have ample time to complete the entire survey before starting.

Your time, assistance, and input are invaluable and greatly appreciated.

Please complete the survey by [Give date] by going to the following link:

<https://www.surveymonkey.com/something>

It is important that all sites participate. Please contact us if you have any questions. Thank you in advance for your participation.

Sincerely,

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