

ATTACHMENT L – 4 weeks reminder email

Subject: Reminder: NORS-Foodborne outbreak reporting evaluation

If you have already completed the survey, thank you and please discard this email.

Dear Colleagues,

Four weeks ago, the NORS-Foodborne team sent you a link to an internet-based 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. All Reporting Site Administrators (RSAs) responsible for entering foodborne disease outbreak reports into NORS are being asked to complete the survey.

To maximize responses, we are sending this follow-up email requesting your participation. The survey will take only 20 minutes or less 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. We greatly appreciate your time, assistance, and input.

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.

Information provided 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.

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

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

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

Sincerely,

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