

Appendix A:

Letters



UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION
BETHESDA, MD 20814

Resident Sample Member
12345 Sampled Ave
Cooperation, MD 20850
DATE, 2012

Dear [CITY] Household:

The U.S. Consumer Product Safety Commission (CPSC) is conducting a survey of U.S. households with young children and we need your help. Your answers to the survey will help the CPSC learn more about the children's products people have in their homes and how they are used. The survey results will help make sure that infant and toddler products are safe for children and parents.

Please fill out the mailer form and mail it back in the enclosed postage-paid envelope. Your answers will determine if you are eligible to take the survey. **If there are no children younger than age 6 living in your household** (as opposed to children who visit, such as grandchildren for example), it is still important to return the form so that you do not receive follow-up requests to participate.

The information you provide on the form will be used only by Westat, a research company that is conducting this study for the CPSC, to contact you so that you can take the survey. Your information will not be provided to the CPSC or to any government official. All personal information will be kept secure and then destroyed at the end of the study.

We know that you have many demands on your time, so we are grateful for your cooperation. Thank you.

Sincerely,

CPSC NAME

OMB No. XXXX-XXXX

What is the U.S. Consumer Product Safety Commission (CPSC)?

The CPSC is a U.S. government agency that works to help ensure the safety of all kinds of consumer products, from power tools to household chemicals. As required by Congress, one goal of the CPSC is to study and develop safety standards for infant and toddler products, such as cribs, high chairs, strollers, and bath seats.

What if there are no children younger than age 6 living in my household?

If there are no children younger than age 6 living in your household, it is still important to return the card so that you do not receive follow-up requests to participate.

How did you get my address?

We used a computer program to pick addresses randomly from a list that is publicly available from the U.S. Postal Service. We cannot choose another household instead of yours. Although your participation is voluntary, the information you provide is important and cannot be found anywhere else.

Who can I call for more information?

If you have questions or need help, please call Westat, a research company that is conducting this study for the CPSC. You can reach Westat toll-free at 1-XXX-XXX-XXXX or find more information online at



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Dear [CITY] Household:

Recently, you were sent a form in the mail for a U.S. Consumer Product Safety Commission (CPSC) survey of U.S. households with young children. If you have already filled out this form and returned it, thank you very much. If not, please take a few minutes to fill out the form now. Your answers to the survey will help the CPSC learn more about the children's products people have in their homes and how they are used. The survey results will help make sure that infant and toddler products are safe for children and parents.

The survey form can be mailed back in the enclosed postage-paid envelope. Your answers will determine if you are eligible to take the survey. **If there are no children younger than age 6 in your household** (as opposed to children who visit, such as grandchildren for example), it is still important to return the form so that you do not receive follow-up requests to participate.

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If there are no children younger than age 6 in your household, it is still important to return the card so you do not receive follow-up requests to participate.

How did you get my address?

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Who can I call for more information?

If you have questions or need help, please call Westat, a research company that is conducting this study for the CPSC. You can reach Westat toll-free at 1-XXX-XXX-XXXX or find more information online at www.XXXXX.gov



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DATE

Dear [CITY] Household:

Not long ago, you, or someone in your household, indicated that you would be willing to take part in the CPSC's Children's Household Products Survey. Thank you for agreeing to participate! We know how busy you are and appreciate the time you are taking to help with this important research.

In a few days, an interviewer from Westat, the research company that is conducting this study for the CPSC, will call you to complete the survey. With this letter are illustrations of the children's products that the survey will ask about. You can use them to help you answer the survey questions. When referring to the illustrations, please keep in mind the following:

- The illustrations are only meant as examples of the different kinds of infant and toddler products that are used in households and do not represent particular product models or brands, nor do they represent recalled products.
- The children's products you have in your home may not look exactly like the products in the illustrations.
- The CPSC does not make any recommendations about using or not using any of the products shown in the illustrations.

If you have questions or need more information, you can reach Westat toll-free at 1-XXX-XXX-XXXX.

Thank you again for your cooperation.

Sincerely,

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

CPSC NAME

OMB No. XXXX-XXX