ATTACHMENT J

PRE-SCREENING TELEPHONE SCRIPT

BEGIN
Hello, this is (your name). I'm calling from Washington State University in Pullman, Washington. We are contacting you verify some information about your business, as part of a study we're doing for the Economic Research Service at U.S. Department of Agriculture in Washington D.C.
Yes
No-> Skip to End
CELL
First, for safety reasons, I need to ask if this is a cellular phone?   (IWR: read only if necessary "By cellular telephone we mean a telephone that is mobile and usable outside of your neighborhood.")
Yes
No   -> CONFD
Refuse -> CONFD

CLSAF
To ensure your safety and the safety of others can you please tell me if you are currently driving a motor vehicle.   (If yes, say: "Sorry to have bothered you, it is our policy to not conduct surveys with people while they are driving, regardless if they are using bluetooth technology. We will call you back at another time." Do not take time to set a call back.)
Yes   -> call back INT01
No
Refuse -> REFUS

CONFD
Before we begin, I need to tell you the following disclosures. A Federal agency may not collect information from a private citizen nor is a person required to respond to an information collection unless the collection displays a valid Office of Management and Budget number. The OMB number for this collection is 0536-XXXX. All responses to this information collection are voluntary.

The information provided will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions in Public Law 107-347, your responses will be kept confidential and will not be disclosed in identifiable form. By law, everyone working on this project is subject to a jail term, a fine, or both if he or she discloses any identifiable information that could identify any confidential survey response.

 For quality purposes only, a supervisor may be monitoring this call. If I come to any question you would prefer not to answer, just let me know and I will skip over it. Okay
Continue
No-> Try refusal prevention F10
Not a good time-> call back INT01
Q1
First, I could like to confirm this is <Business name>.
Yes

Yes, but business name recently changed to _____
No -> Q1A
Out of business -> IE
Q1A
I would like to verify the type of business you conduct. According to our information your NAICS code indicates you are classified as a <business category>. Is this correct?

(Business category: mining, manufacturing, wholesale trade, transportation and warehousing, information, finance and insurance, professional/scientific/technical services, arts & museums, and management of businesses.)

Yes
No, not a business ->WN
No, not the right business category-> IE
Not sure

Q2
Does this business employee 5 or more employees (either full-time, part-time or temporary)?
Yes
No -> I2 (Ineligible employment number)
D.   Don't know -> (IWR: Our records indicate that <fill in #> people are employed full time by your business. Does that sound correct? If YES, enter that #; if still don't know, say:" Is there someone I could speak with, who might be able to answer this question?")
Q3
Can I get the name of the owner or manager most knowledgeable about business operations at this location?
Yes, name of the person_____
No

Q4
What is the title of this person?
_____

Q5
What is the best phone number to reach this person?
_____ phone 1 ext _____
_____ phone 2 ext _____
_____ phone 3 ext _____

Q6
I have the business mailing address as <business address>. Is this the correct address to reach this person?
 Yes
 No, New address 1 _____
     New address 2 _____

New city _____
New state _____
New zip code _____
New zip 4 _____
Q7
May I please have their email address?
Yes, email _____
No
THX
Thank you, we'll be sending a letter to <R's name> which further describes the study.