

APPENDIX 6
OTHER SURVEY MATERIALS

Pre-notification Letter

[FSIS Letterhead]

Month Day, Year

Plant Manager
Plant Name
Street Address
City, State Zip

Dear (Plant Manager):

The Food Safety and Inspection Service (FSIS) is conducting a survey, and we are asking for your help.

The purpose of the survey is to add to our understanding of the current practices and technologies used in the meat slaughter and processing industry to control pathogens and promote food safety. The enclosed brochure provides additional information on the survey. You may recall receiving a similar survey a few years ago. This survey contains similar questions that will be used to assess food safety and technology adoption trends over time.

Your establishment is among the 750 meat slaughter and processing establishments that were randomly selected to participate in the survey. Without your response, the survey results will not properly reflect industry practices. Therefore, your help is crucial. I am requesting that you—or someone that you designate at your establishment—complete the survey.

FSIS has contracted with RTI International to develop and conduct this nationwide survey. A representative from RTI will call you soon to ask for your help and they will send you the survey to complete at your convenience.

As RTI International has done with other surveys it has conducted for Federal agencies, they will report only unidentified individual responses of this survey to FSIS. They will perform data masking techniques so that individual plants cannot be identified. The results of the survey will be reported to the public only in summary form so that individual responses or respondents cannot be identified. Those who respond to the survey will receive a summary report of the survey results.

If you have questions about the survey, please do not hesitate to contact Gary Noyes with FSIS at (301) 504-3672 or at Gary.Noyes@fsis.usda.gov.

FSIS appreciates your help in this important endeavor.

Sincerely,

Administrator

Enclosure



How can I find out more about this survey?

For further information about this survey, please contact one of the following individuals:

Gary Noyes
U. S. Department of Agriculture
Food Safety and Inspection Service
Office of Policy and Program
Development
Phone: (301) 504-3672
E-mail: Gary.Noyes@fisis.usda.gov

Catherine Viator
RTI International
Phone: (919) 597-5127
E-mail: viator@rti.org

Survey of Meat Slaughter and Processing Establishments

 United States Department of Agriculture
Food Safety and Inspection Service



 United States Department of Agriculture
Food Safety and Inspection Service



What is this study about?

This survey, sponsored by USDA's Food Safety and Inspection Service (FSIS), is designed to collect accurate, up-to-date information about current practices and technologies used by meat slaughter establishments to control pathogens in their production processes. The survey also asks about microbiological testing practices, food safety training for employees, and establishment characteristics.

This study is a follow-up to a survey conducted in 2004. The second round of the survey will provide FSIS with the most accurate up-to-date information on food safety practices and technologies and allow FSIS to track adoption of these technologies and practices over time.

FSIS has contracted with RTI International to develop and conduct this nationwide survey. RTI International conducted the previous survey for FSIS, and has experience working with the meat slaughter and processing industry.

Why should I complete this survey?

To assist FSIS in meeting its strategic goal to protect public health by significantly reducing the prevalence of foodborne hazards from meat products, FSIS needs accurate and up-to-date information about current practices and technologies.

Your participation is voluntary, but to ensure that the survey results are statistically representative for the whole industry, we cannot substitute another establishment in your place if you decide not to participate.

It is important that all selected establishments, including those that are very small, complete the survey.

All establishments that respond to the survey will receive a summary report of survey results. By participating in the survey, you will have an opportunity to be one of the first in your industry to review summary information about current pathogen control practices and technologies used in your industry.

How long will it take for me to complete the survey?

The average length of time to complete the survey is 60 minutes.

When should I return my completed survey?

We ask that you complete the survey within 10 business days via the web. If you prefer to fill out the hard copy survey, please return it by mail in the envelope provided within 10 business days.

How was my establishment selected to participate?

Your establishment was selected as part of a random sample of all meat slaughter establishments in the United States, using methods to ensure statistically reliable results. Without your response, the survey could fail to produce information that accurately represents the industry, so your participation is very important.

Is the survey confidential?

Individual data collected by RTI International in this study will be kept confidential to the extent permissible by law. We will only provide data to FSIS that does not identify individual establishments. RTI is a respected leader in survey research, and we will not jeopardize our reputation by compromising our pledge of confidentiality.

Who is RTI International?

RTI International is a non-profit research firm located in North Carolina's Research Triangle Park. With an established history of conducting scientific research for many government agencies, RTI is a proven leader in statistically valid survey research. RTI will conduct the survey, tabulate data collected, and summarize survey results in a report to FSIS.



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Reminder Post Card



(Date)

Dear [Respondent Name]:

Recently, you received a survey on current practices and technologies used in the meat slaughter industry for controlling pathogens. RTI International is conducting this survey for FSIS. If you have already returned the survey, we would like to thank you. Your assistance is very much appreciated.

If you have not yet returned the survey, please complete the survey and mail it back to us using the return envelope that was included with the survey. The information that you provide will help ensure that FSIS develops regulations that are science-based and efficient and that minimize the potential economic burden on establishments such as yours.

If you have any questions, please contact me toll-free at 1-xxx-xxx-xxxx or SurveyFSIS@rti.org. Thank you again.

Sincerely,

[signature]

RTI International

Reminder E-mail

Recently, you received a survey by e-mail on current practices and technologies used in the meat slaughter industry for controlling pathogens. RTI International is conducting this survey for FSIS. If you have already completed the survey, we would like to thank you. Your assistance is very much appreciated.

If you have not yet completed the survey, we ask that you do so within the next week. The information that you provide will help ensure that FSIS develops regulations that are science-based and efficient and that minimize the potential economic burden on establishments such as yours. The log-on information for the survey is provided at the end of this e-mail.

If you have any questions, please contact me toll-free at 1-xxx-xxx-xxxx or SurveyFSIS@rti.org. Thank you again.

[Insert log-on information]

Sincerely,

RTI International