

Attachment 3: Building managers and water maintenance staff screener

IDI Set	Characteristic of Note	# of IDIs
Set 1	Located across the United States	8

Screener

Hi, my name is _____. I am an independent contractor with the Hannon Group. We are conducting interviews about Legionnaires' disease. This disease can be caused by breathing in *Legionella* bacteria that can be found in water. We will be talking with building managers and water maintenance staff on behalf of the Centers for Disease Control and Prevention, also known as CDC.

We are not selling or promoting any product or service. If you meet the eligibility criteria and complete the interview, you will receive \$100.00 as a token of appreciation. The interview will be conducted by telephone and using a computer. It will last no more than 60 minutes.

To see if you meet the eligibility criteria to participate, I would like to ask you a few questions. These questions will take less than 5 minutes to answer. Is that okay?

- Agreed to answer screening questions.....Continue
- Did not agree to answer screening questions.....Thank and Terminate

Please use the following language for termination of screening:

"Thank you very much for your time today. We are looking to recruit a wide variety of building managers and water maintenance staff to help with this study, and we have already recruited enough people with backgrounds similar to yours. Again, thank you for your interest."

1. Record Sex

- () a. Male
- () b. Female

2. Is oversight of water systems, such as cooling towers, hot tubs, or potable water, a part of your professional responsibilities?

- () a. YesContinue
- () b. NoThank and Terminate

3. What is your job title?

Public reporting burden of this collection of information is estimated to average 10 minutes per response, including the time for gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D74, Atlanta, Georgia 30333; ATTN: PRA (0920-0800)

How many years have you been working in building management/ water maintenance?

- _____ **Number of years [CATEGORIZE RESPONSE]**
- () a. Under 5 yearsContinue
 - () b. 5-10 yearsContinue
 - () c. More than 10 yearsContinue

4. Approximately what percent of your work time do you spend managing or conducting water system related activities?

- _____ %
- [CATEGORIZE RESPONSE]**
- () a. 0-19%Thank and terminate
 - () b. 20-100%Continue

5. In what city is the building where you work? If you work with more than one building, where are they located? [RECRUIT 8 FOR IDIs.]

- _____ **City or Cities [CATEGORIZE RESPONSE. RECRUIT TWO FROM EACH U.S. CENSUS REGION]**
- () a. West
 - () b. Midwest
 - () c. Northeast
 - () d. South

6. What type of building or buildings do you manage or work with?

- () a. HotelContinue [RECRUIT 4]
- () b. Hospital,Continue [RECRUIT 2]
- () () c. Long-term care facility where people stay overnight.....Continue [RECRUIT 2]
- d. Any otherThank and Terminate

7. For hotel managers only: Which of the following are in the building(s) where you work? [RECRUIT A MIX - THEY CAN HAVE 1 OR BOTH TO QUALIFY]

- () a. Cooling towers
- () b. At least 11 stories, including the basement
- () f. None of these [Thank and terminate]

8. Will you be able to be interviewed by telephone and view things on a computer screen at the same time?

- () a. YesContinue
- () b. NoContinue

9. Are you able to use screen sharing packages, such as GoToMeeting on your computer? If you haven't done this, are you willing to spend about 10 minutes with a technician before our scheduled call to work out any issues?

- () a. YesContinue
- () b. NoContinue (E-mail materials prior to call)

Invitation

Thank you for answering my questions. We would like to invite you to participate in an interview that will last no more than 60 minutes. You will receive \$100.00 as a token of appreciation. Some researchers may listen and observe the interview through an online screen sharing platform. The interview will be audiotaped, but your name will not be used in connection to the research or any reports that are written.

Are you willing to participate?

- a. Yes[SCHEDULE INTERVIEW TIME]
- b. NoThank and Terminate

Please use the following language for termination of screening:

“Thank you very much for your time today.”

For Scheduling Interviews

We will send you a confirmation letter, consent form, and information about the interview. What is your mailing address so we can send you the materials?

Name _____

Address _____

City/State/Zip _____

Day Phone Number _____

Night Phone Number _____

E-mail address _____

What is the best number to reach you? _____

So that we can start and end on time, please plan to have your computer on and loaded to the website address provided and be dialed into the call at least (5 minutes before the scheduled start time). Additionally, we will be sending you some brief materials before this interview. We would appreciate your spending a brief amount of time (no more than 10 minutes) reviewing them before our discussion. We are counting on your participation, so please be sure to contact us as soon as possible if something comes up and you cannot be part of the interview. [PROVIDE NAME AND PHONE NUMBER]

Also, do you wear glasses or use a hearing aid? If so, please remember to have them for our discussion. Some activities will involve reading.

- a. Has hearing aid
- b. Has glasses

Thanks again for your time and we'll talk with you at [date/time].

[date/time].