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**Planning and Evaluation Toolkit -  
Usability Survey  
Participant Questionnaire**

**Introduction**

I am \_\_\_\_\_ and am calling you on behalf of the U.S. Food and Drug Administration. Thank you for participating in this FDA-sponsored telephone interview and reviewing the planning and evaluation toolkit for consumer food safety educators. The purpose of this interview is to gather feedback about the toolkit terms of content, format, and usability. This information will be used to refine the toolkit and improve its usability.

With your permission, this interview will be audio-recorded for transcription purposes only. No identifiable information will be recorded and my supervisor and I will be the only ones with access to the recordings. Do I have your permission to audio-record this interview?

- If yes – great! Do you have any questions before we begin?
  
- If no – no problem, I will instead be taking notes throughout the interview. Do you have questions before we begin?

I will now begin recording (when applicable).

**Questions**

*Background*

- What is your area of expertise?
- What is your involvement in the planning and evaluation of consumer food safety education programs and materials?

*Overall Reactions*

- What are your overall reactions to the toolkit? Do you think it is a helpful guide and tool for consumer food safety educators?
- Would you use the toolkit to help you develop and evaluate consumer food safety programs?

#### *Content*

- What do you think about the topics that were covered in the toolkit? Is there anything you think is missing from the chapters that you would like to see included?
- Do you think content in the toolkit is easy to understand?
- Do you think the toolkit is a practical and relevant tool that can be applied to address food safety educators' planning and evaluation needs?
- What section or sections did you find most helpful? Why?
- What section or sections did you find the least helpful? Why?

#### *Format*

- What do you think about the format and structure of the toolkit? E.g. order of the topics and chapters, length of sections or chapters, or use of consumer food safety education examples.

#### *Concluding Questions*

- What would you change about the toolkit?
- What are the strengths and weaknesses of the toolkit?
- Any other comments or suggestions?

Thank you so much for your time and valuable feedback!