

Date

First_Name Last_Name

Title

BusinessName

Address1

Address2

City, State, Zip

Re: Mine Mine_ID

Dear First_Name Last_Name:

The National Institute for Occupational Safety and Health (NIOSH) is implementing the enclosed Mining Industry and Workforce Survey (MIWS). We will use the information to calculate illness, accident and injury rates for the industry as a whole by employee demographic and occupational characteristics. Knowing these rates will help mines tailor efforts to improve the health and safety of miners. Your mining operation was randomly selected to participate in the survey.

Participation is voluntary. You can complete the enclosed survey booklet or using the web (go to [URL]).

The data you provide will be treated in a secure manner and the information will be stored in a safe and secure location. The data will be used solely for statistical purposes and only summarized data will be published. That means that no one will be able to identify your mine or employees from published results. As a thank you for your participation, the NIOSH Mining Program will send you a copy of the results.

If you have questions or comments about the Mining Industry and Workforce Survey, please contact the Project Director, Linda McWilliams, by telephone (412-386-6116) or email (LMcWilliams@cdc.gov). If you have questions about how to complete the survey, please contact the survey contractor, (VENDOR), at XXX-XXX-XXXX.

Thank you very much for your help with this important survey.

Sincerely,

Name

Title

The Centers for Disease Control and Prevention (CDC) supports this information collection.