

## Attachment 2. Key Information Interview Request Letter



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Month XX, 2019

Dear XX,

We are requesting your participation in a **Key Informant Interview** to help the National Environmental Health Association (NEHA) to develop resources for state and local environmental health agencies in the United States. NEHA will use the information you provide in the interview to develop guidance and lessons for environmental and public health programs that want to share inspection data through open data portals and open data standards. The U.S. Government determined that making data open leads to cost savings, improved civic services, research and scientific discoveries, transparency and accountability.

NEHA is collaborating with the Centers for Disease Control and Prevention to learn about the opportunities and barriers faced by environmental and public health agencies when working to make their inspection data open and accessible to the public. We are specifically interested in recreational water inspection data. The results of these interviews will assist NEHA to disseminate information and focus educational outreach to help their partners to make their data open.

- We estimate that the interview will take less than 60 minutes to complete.
- Your individual responses will remain secure. NEHA will only report aggregate findings, or share information without mentioning the source.

We know there are many demands on your time, but we hope that you can **participate in this interview so that we can develop meaningful educational and outreach materials for state and local environmental health practitioners**. Your input will assure that we develop useful examples of how environmental and public health agencies are becoming leaders in the open data movement.

Please contact Ayana Jones ([ajones@neha.org](mailto:ajones@neha.org) or (303) 756-9090 ext. 363) to coordinate your participation in these important interviews.

**Your participation in the Key Informant Interview is greatly appreciated.** Thank you in advance!

Sincerely,

Ayana Jones, MPH  
Project Coordinator  
Program and Partnership Development  
National Environmental Health Association