

Attachment 4

Introduction

[FOR EMAIL]

SUBJECT LINE: Survey on the Impact of NIOSH's ENM Safety and Health Guidance

[FOR REGULAR MAIL]

[NAME]

[TITLE]

[ORGANIZATION]

[STREET ADDRESS]

[CITY] [STATE] [ZIPCODE]

Dear NAME:

Within the next few days, you will be receiving an invitation to participate in a survey sponsored by the National Institute for Occupational Safety and Health (NIOSH). NIOSH is part of the Centers for Disease Control and Prevention (CDC) and is not a regulatory agency. Our mission is to eliminate work-related illnesses and injuries through a focused program of research and prevention. I hope that you can take a few moments to complete our online Study of the Impact of NIOSH's ENM Safety and Health Guidance.

We identified your company through publicly available information. Your name was identified either through a public website or a recent telephone conversation with a [company/organization] contact person. If you believe you have been contacted in error, please send us the name and email address of the person at your [company/organization] who is the appropriate person to participate in this survey.

We are conducting this survey to ensure we have accurate information to guide our investments related to nanotechnology. The survey asks about your familiarity with NIOSH information products and about your safety and health practices regarding engineered nanomaterials.

NIOSH has contracted with RTI International to carry out the survey. You will receive an e-mail from RTI with a link to the survey. The survey is voluntary and takes no longer than 20 minutes to complete. The survey resides in a protected environment and contains measures to prevent a breach of the information collected. The information we collect will be summarized in an internal document. We will not identify you or your [company/organization] in any documents or reports without your prior approval.

For additional information about this survey, please contact the RTI survey manager, Ryan Weber, at [INSERT TOLL FREE NUMBER].

We appreciate your time and attention to this important survey, and look forward to learning how NIOSH can improve the information we provide to companies like yours.

Sincerely,

[Official's name, title]

NIOSH Nanotechnology Research Center