

Dear \_\_\_\_\_,

The Division of Occupational Health and Safety is currently working to develop a safety communication initiative at the NIH. The purpose of this initiative will be to help promote safe practices within individual workspaces and enhance the overall culture of safety on campus.

To appropriately tailor our efforts to the needs of DOHS clients, we would like to hear from you. To do this, Dr. Carolyn Lagoe (a DOHS consultant) will be holding individual interviews with clients to learn more about your experiences with safety. We are seeking feedback from federal employees and contractors. This information will be used to design and implement a safety communication initiative that is based on best practices and appropriately addresses the needs of our audience.

Interviews are completely voluntary and all information provided will remain secure to the extent permitted by law. Key themes from these interviews will be summarized and reported in a general results report. No personally identifiable information will be included in that report.

If you are interested in meeting with Dr. Carolyn Lagoe, please contact her at [Carolyn.Lagoe@NIH.gov](mailto:Carolyn.Lagoe@NIH.gov). Dr. Lagoe will be coordinating half hour meetings on February 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>.

Thank you for your consideration of this request.

Sincerely,

Name  
Safety Specialist