

Appendix C-2

Scheduling Email—Participant Identified

Exploratory Semi-structured Interviews on Retail Food Loss—Wave 2

Agency: Economic Research Service

Appendix C-2: Scheduling Email—Participant Identified

Dear [contact name],

Thank you for agreeing to be interviewed about how your company tracks and maintains data on food loss as part of a study we are conducting for the U.S. Department of Agriculture, Economic Research Service (USDA, ERS).

We have the following days/times available next week to speak with you for a 30-minute interview:

- *Day, Date: Time*
- *Day, Date: Time*
- *Day, Date: Time*
- *Day, Date: Time*

Please let me know what days/times work best for you or whether you have other times available in the next couple weeks, and I will send you an email invitation with the log-on information for a 30-minute interview. Please feel free to forward the invitation to other individuals from your company if they would like to participate in the interview, and I will contact them and provide additional information.

I have attached an informed consent document with more information about the interview. Before the interview, please review the document and click the link below to sign. I have also attached the list of interview questions. This information is provided for informational purposes. You do NOT need to answer the questions before the interview.

[Please click here to sign the Informed Consent Form.](#)

Thank you in advance for your help.

Best regards,

[Study Coordinator name]

USDA, ERS Retail-Level Food Loss Study

[email address, phone number]

Principal Investigator: Mary Muth

OMB Control Number: 0536-0073

Expiration: 04/30/2025

NOTIFICATION TO RESPONDENT OF ESTIMATED BURDEN: Public reporting burden for this Scheduling email is estimated to average 5 minutes per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is #0536-0073. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Linda Kantor, U.S. Department of Agriculture, Economic Research Service (linda.kantor@usda.gov).