

## **Appendix H-3**

### **Recruitment Follow-up Email for Non-FMI Members**

#### **Exploratory Semi-structured Interviews on Retail Food Loss**

Agency: Economic Research Service

Contractor: RTI International

## **Appendix H-3: Recruitment Follow-up Email for Non-FMI Members**

Hello,

I am following up on my recent email about a project on food loss in retail stores.

The U.S. Department of Agriculture (USDA) is working to address the problem of food loss and waste through its programs, policies, and guidance. As part of these efforts, the USDA Economic Research Service (USDA, ERS) has contracted with RTI International to conduct a study on food loss in retail stores. We are asking food retail companies to participate in confidential interviews to help inform the design of a potential national study on retail-level food loss. We have chosen your company so that we talk to different sizes and types of retailers.

We would like to interview the person or persons in your company who is most knowledgeable about how your company tracks food loss and maintains electronic data on product shipments and sales. This might be someone in operations or supply chain management, or a procurement specialist or retail/supermarket buyer. Taking part in the interview will take about 2 hours—90 minutes for the interview itself and about 30 minutes of prep time before the interview. Participation is voluntary and confidential.

Please reply to my email to confirm your interest or to recommend the person within your company I should contact (including an email and phone number). I will follow-up by email to schedule an interview and to provide more information about the study. Thank you in advance for your help.

Best regards,

Name

[Study Coordinator name]

USDA ERS Retail-Level Food Loss Study

[email address, phone number]