

**All email communications are contained within this document**

**Invitation Email for Demographic Survey (Associated with Survey 1)**

To: Individual

Subject line: Welcome to the 2024 CDC and Project ECHO Biosafety Community of Practice

Dear Colleague,

The Division of Laboratory Systems at the Centers for Disease Control and Prevention welcomes you to the 2024 Extension for Community Healthcare Outcomes (ECHO) Project Biosafety Community of Practice (CoP). To better understand our audience for the ECHO sessions, we are conducting a voluntary survey of all attendees. The survey includes 6 demographic questions that ask about your facility, role, and the personnel at your facility.

Please click on the link below to complete the demographic survey. The survey will take no more than one minute to complete. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement. If you encounter issues with this survey, please email [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

We appreciate your time and thank you in advance for your participation. If you have any questions about the ECHO Biosafety CoP or the evaluation component, please contact [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

**Follow this link to the Survey:**

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:

[https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/c42bffab-378e-427b-9441-3afce7241cfd/SV\\_ekEUSEwQdf1D13M?Q\\_CHL=preview](https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/c42bffab-378e-427b-9441-3afce7241cfd/SV_ekEUSEwQdf1D13M?Q_CHL=preview)

Sincerely,

[Name, Credentials]

Safety Team, Quality and Safety Systems  
Division of Laboratory Systems (DLS)  
Center for Laboratory Systems and Response  
Office of Laboratory Science and Safety  
Centers for Disease Control and Prevention

## Email Reminder for Demographic Survey (Associated with Survey 1)

To: Individual

Subject: REMINDER - Welcome to the 2024 CDC and Project ECHO Biosafety Community of Practice

Dear Colleague,

This email serves as a reminder about the Project ECHO Biosafety Community of Practice (CoP) session demographic survey. To better understand our audience for the ECHO sessions, we are conducting a voluntary survey of all attendees. The survey includes 6 demographic questions that ask about your facility, role, and the personnel at your facility.

As of today, we have not received your response. Please click on the link below to complete the survey. The survey will take no more than one minute to complete. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement. If you encounter issues with this survey, please email [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

We appreciate your time and thank you in advance for your participation. If you have any questions about the ECHO Biosafety CoP or the evaluation component, please contact [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

### Follow this link to the Survey:

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Or copy and paste the URL below into your internet browser:

[https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/c42bffab-378e-427b-9441-3afce7241cfd/SV\\_ekEUSEwQdf1D13M?Q\\_CHL=preview](https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/c42bffab-378e-427b-9441-3afce7241cfd/SV_ekEUSEwQdf1D13M?Q_CHL=preview)

Kind Regards,

[Name, Credentials]

Safety Team, Quality and Safety Systems  
Division of Laboratory Systems (DLS)  
Center for Laboratory Systems and Response  
Office of Laboratory Science and Safety  
Centers for Disease Control and Prevention

**Email Reminder for Post-Session Survey (Associated with Survey 2)**

*Note: the link to this post-session survey will be shared in the chat at the end of the session, one email reminder will be sent to attendees after the session to collect additional responses.*

To: All Attendees

Cc: [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov)

Subject: REMINDER - Project ECHO Biosafety Community of Practice – **[Month]** Post-Session Survey

Dear Colleague,

Thank you to those of you who completed the ECHO Biosafety Community of Practice (CoP) evaluation survey for the **[Month]** session on **[Session Title]**. Your feedback is essential in helping CDC to improve the ECHO Biosafety CoP sessions. If you have already completed this survey during the **[Month]** session, please disregard this message.

For those of you who did not have a chance to complete the survey, please click on the following link [https://dlsevaluation.gov1.qualtrics.com/jfe/form/SV\\_5b68Vgx5wPN9f8y](https://dlsevaluation.gov1.qualtrics.com/jfe/form/SV_5b68Vgx5wPN9f8y) to complete the survey by **[Survey Close Date]**. You also may copy and paste the link into your browser.

This survey should take no more than 2 minutes to complete, and your participation is entirely voluntary. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement.

We appreciate your time and thank you in advance for your valuable feedback. If you have any questions about the ECHO Biosafety CoP or the evaluation component, please contact [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

Kind Regards,

[Name, Credentials]

Safety Team, Quality and Safety Systems  
Division of Laboratory Systems (DLS)  
Center for Laboratory Systems and Response  
Office of Laboratory Science and Safety  
Centers for Disease Control and Prevention

## Invitation Email for 6-Month Follow-up Surveys (Associated with Survey 3)

To: Individual

Subject: Project ECHO Biosafety Community of Practice Session – Follow-up Evaluation Survey

Dear Colleague,

Thank you for participating in the ECHO Biosafety Community of Practice (CoP) sessions facilitated by the Division of Laboratory Systems, Centers for Disease Control and Prevention.

To help us better understand to what extent the sessions are meeting the learning objectives, please click on the link below to complete a voluntary survey about the ECHO Biosafety sessions that you have attended in the past 6 months. This brief 6-question survey asks about the use of the content in your personal or facility work practices, factors that helped or hindered use of the content, and suggestions to enhance engagement in the CoP after the sessions end. The feedback you provide will also inform future session development.

Survey questions will take no more than 2 minutes to complete. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement. If you encounter issues with this evaluation survey, please email [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

**Follow this link to the Survey:**

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:

[https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/8ca0183c-c945-40bc-bfef-c4c59532e286/SV\\_8HMSxZbrtegbA7Y?Q\\_CHL=preview](https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/8ca0183c-c945-40bc-bfef-c4c59532e286/SV_8HMSxZbrtegbA7Y?Q_CHL=preview)

Thank you for sharing your feedback to improve the ECHO Biosafety Community of Practice. If you have any questions about the ECHO Biosafety CoP or the evaluation component, please contact [dlsbiosafety@cdc.gov](mailto:dlsbiosafety@cdc.gov).

Sincerely,

[Name, Credentials]

Safety Team, Quality and Safety Systems  
Division of Laboratory Systems (DLS)  
Center for Laboratory Systems and Response  
Office of Laboratory Science and Safety  
Centers for Disease Control and Prevention

**Email Reminder (Associated with Survey 3)**

To: Individual

Subject: REMINDER - Project ECHO Biosafety Community of Practice Sessions – Follow-up Evaluation Survey

Dear Colleague,

This email serves as a reminder about the Project ECHO Biosafety Community of Practice (CoP) session follow-up evaluation survey. This brief 6-question survey asks about the ECHO Biosafety sessions that you have attended in the past 6 months. Your feedback is essential in helping CDC to improve the effectiveness and relevance of the ECHO Biosafety CoP.

As of today, we have not received your response. Please click on the link below to complete the survey. You also may copy and paste the link into your browser.

This survey should take no more than 2 minutes to complete, and your participation is entirely voluntary. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement.

**Follow this link to the Survey:**

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:

[https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/8ca0183c-c945-40bc-bfef-c4c59532e286/SV\\_8HMSxZbrtegbA7Y?Q\\_CHL=preview](https://dlsevaluation.gov1.qualtrics.com/jfe/preview/previewId/8ca0183c-c945-40bc-bfef-c4c59532e286/SV_8HMSxZbrtegbA7Y?Q_CHL=preview)

We appreciate your time and thank you in advance for your valuable feedback. If you have any questions about the ECHO Biosafety CoP or the evaluation component, please contact [dlbiosafety@cdc.gov](mailto:dlbiosafety@cdc.gov).

Sincerely,

[Name, Credentials]

Safety Team, Quality and Safety Systems  
Division of Laboratory Systems (DLS)  
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Office of Laboratory Science and Safety  
Centers for Disease Control and Prevention