

**APPENDIX 6**  
**SURVEY MATERIALS**

**COVER LETTER - EMAIL**

**SUBJECT LINE: FDA Study of Current Manufacturing Practices**

Dear [POC],

**The U.S. Food and Drug Administration (FDA) needs your input.** Your plant has been selected to complete a survey about your manufacturing practices. Your participation in this study will provide FDA with data needed to understand current manufacturing practices and their associated costs to the cosmetics industry in the U.S. To accurately understand the industry, it is important that all selected plants participate. **This research will benefit your industry, so please take the time to participate.** RTI International is conducting this study on behalf of the U.S. Food and Drug Administration.

**Click or paste the link into your web browser:** [ENTER LINK]

**Enter your username:** [USERNAME]

**Enter your password:** [PASSWORD]

**Click “Log In” to enter the questionnaire.**

The survey will take 30 minutes to complete. If you start and are unable to complete the survey, you can return to complete it at a later time using the same link, username and password. All answers will be automatically saved and the survey will continue where you left off.

Your response to the survey is voluntary, but your input is crucial to ensure the survey results accurately reflect the cosmetics industry. RTI will keep individual responses to the survey confidential. Only anonymous data (no identifying information on your firm) will be provided to the FDA.

If you would like a paper survey mailed to you, or have any questions about the survey or this study, please call the survey Helpline at [ENTER NUMBER], or send an email to [ENTER EMAIL].

Thank you for your support of the Survey of Current Manufacturing Practices.

Catherine Viator  
RTI Project Manager

**COVER LETTER – MAIL SURVEY**

[Date]

[Plant Manager]

[Plant Name]

[Mailing Address]

[Mailing Address]

**FDA Study of Current Manufacturing Practices**

Dear [Plant Manager]:

**The U.S. Food and Drug Administration (FDA) needs your input.**

Your plant has been selected to complete a survey about your manufacturing practices. Your participation in this study will provide FDA with data needed to understand current manufacturing practices and their associated costs to the cosmetics industry in the U.S. To accurately understand the industry, it is important that all sampled plants participate. **This research will benefit your industry, so please take the time to participate.** RTI International is conducting this study on behalf of the U.S. Food and Drug Administration

Your response to the survey is voluntary, but your input is crucial to ensure the survey results accurately reflect the cosmetics industry. RTI will keep individual responses to the survey confidential. Only anonymous data (no identifying information on your firm) will be provided to the FDA.

We ask that you return your completed survey by [ENTER DATE] using the enclosed postage-paid return envelope. If you have any questions about the survey or this study, please call the survey Helpline at [ENTER NUMBER], or send an email to [ENTER EMAIL].

If you prefer to complete the survey online, it's at [INSERT WEBSITE]. Your company's user name is [USERNAME] and the password is [PASSWORD].

We appreciate your input and look forward to receiving your completed questionnaire.

Sincerely,

Catherine Viator  
RTI Project Manager

[ENTER CASE ID]

**REMINDER POSTCARD TEXT**

Dear XXX,

We recently sent you the Survey of Current Manufacturing Practices. RTI International is conducting this survey for the U.S. Food and Drug Administration (FDA). This study will improve FDA's understanding of current industry practices and Good Manufacturing Practices, or GMPs, used by the U.S. cosmetics industry.

If you have already returned the survey, we thank you and appreciate your input.

If you have not yet returned the survey, please complete and return it by [ENTER DATE]. Your input is crucial to ensure the study results accurately reflect the industry.

Contact us with questions: call toll-free [ENTER NUMBER], or email [ENTER PROJECT EMAIL].

If you prefer to complete the survey online, it's at [INSERT WEBSITE].

Your company's user name is [USERNAME] and the password is [PASSWORD].

Sincerely,  
Catherine Viator  
RTI Project Manager

**REMINDER EMAIL TEXT**

Hello [POC]! Recently, we sent an email with a link to the Survey of Current Manufacturing Practices for the U.S. Food and Drug Administration (FDA). RTI International is conducting this survey for the FDA. The FDA believes this study will improve their understanding of current industry practices and Good Manufacturing Practices, or GMPs, used by the U.S. cosmetics industry.

According to our records, we have not received your completed online survey. For your convenience, I've included the survey link again: [ENTER LINK]

You can enter your username and password on the first screen.

Username: [USERNAME]  
Password: [PASSWORD]

Please complete and return the survey by [ENTER DATE]. Your input is crucial to ensure the study results accurately reflect the industry.

Contact us with questions: call toll-free [ENTER NUMBER], or email [ENTER PROJECT EMAIL].

Thank you again.

Catherine Viator  
RTI Project Manager

**SURVEY REMINDER - EMAIL**

**SUBJECT LINE: FDA Study Reminder**

Dear [POC]:

**The U.S. Food and Drug Administration (FDA) would appreciate your input!** According to our records, we have not received your completed FDA Survey of Current Manufacturing Practices. For your convenience, I've included the survey link again: [ENTER LINK].

Your company's user name is [USERNAME] and the password is [PASSWORD].

Your response to the survey is voluntary, but your input is crucial to ensure the survey results accurately reflect the cosmetics industry. ***For your responses to be included in our analysis we need your completed survey by [DATE].***

The survey will take 30 minutes to complete. If you start and are unable to complete the survey, you can return to complete it at a later time using the same link, username and password. All answers will be automatically saved and the survey will continue where you left off.

RTI will keep individual responses to the survey confidential. Only anonymous data (no identifying information on your firm) will be provided to the FDA.

We appreciate your input and look forward to receiving your completed survey.

Thanks,  
Catherine Viator  
RTI Project Manager

[ENTER CASE ID]

**SURVEY REMINDER - LETTER**

[Date]

[Plant Manager]  
[Plant Name]  
[Mailing Address]  
[Mailing Address]

Dear [Plant Manager]:

**The U.S. Food and Drug Administration (FDA) would appreciate your input!**

According to our records, we have not received your completed FDA Survey of Current Manufacturing Practices. For your convenience, I've included another copy of the survey. Your response to the survey is voluntary, but your input is crucial to ensure the survey results accurately reflect the cosmetics industry. ***For your responses to be included in our analysis we need your completed survey by [DATE].***

If you prefer to complete the survey online, it's at [INSERT WEBSITE].

Your company's user name is [USERNAME] and the password is [PASSWORD].

The survey will take 30 minutes to complete. RTI will keep individual responses to the survey confidential. Only anonymous data (no identifying information on your firm) will be provided to the FDA.

We appreciate your input and look forward to receiving your completed survey.

Sincerely,

Catherine Viator  
RTI Project Manager

[ENTER CASE ID]