



APPENDIX . INTRODUCTORY LETTER TO SMOKING POLICY MANAGERS.
DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
NHLBI, Bldg. 31, Room 4A18
National Institutes of Health
National Heart, Lung,
and Blood Institute
Bethesda, Maryland 20205

August 18, 1982

Dear :

Thank you for agreeing to help the Inter-Agency Technical Committee Working Group on Smoking and Heart, Lung, and Blood Diseases assess the impact of anti-smoking policies in the Federal workplace. As a Manager of anti-smoking policies, your responses are extremely valuable to us.

Enclosed is a questionnaire that we would like you to complete. It is important that you answer every question as fully as possible. Please do not rely on your memory to answer these questions but refer to written documents when necessary, and consult with others if appropriate. You may have to contact a building engineer or similar person in order to answer questions 14A-F. For your information we'd like to mention that this study has been reviewed by the 15 member agencies of the Inter-Agency Technical Committee Working Group on Smoking and Heart, Lung, and Blood Diseases. In addition, approximately 11,000 Federal workers will also be interviewed in a separate survey to determine if the anti-smoking policies have helped change their smoking habits. For this reason it is important for us to get a clear picture of what is actually happening in various Federal agencies.

We are enclosing a self-addressed envelope for you to use in returning the Questionnaire. Please return the completed instrument within two weeks from the day you receive this letter. In the meantime, if you have questions about the study or about any items in the Questionnaire would you please call Dr. Lee Richman at Ebon Research Systems, Telephone Number 340-9590. When the study is completed we will be happy to send you a copy of the results.

Sincerely,

Edward J. Roccella, Ph.D., M.P.H.
Chairman
Working Group on Smoking and
Heart, Lung, and Blood Diseases
and
Acting Chief
Health Education Branch
National Heart, Lung, and Blood Institute

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