



National Association of State Departments of Agriculture
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Email or Text Messages

All NASDA employees are expected to demonstrate proper care when using NASS' or NASDA's property and equipment. The NASDA email system is considered property of NASDA, and as such, we shall utilize it with extreme caution due to the nature of our work and the existing partnership with NASS.

The official NASDA email shall be utilized for official NASDA business only. All official NASDA communications shall be generated via the official NASDA email.

NASDA employees can use email and text messages to introduce themselves to respondents. Once an initial introduction has been made by a NASDA employee through email or text message, the NASDA employee must arrange a time to complete the interview by phone or in-person. The interview itself must be conducted by phone or in-person.

Emails and text messages may **NOT** be used to:

- Verify the identity of a respondent
- Request or collect data
- Determine whether the person is operating a farm or not operating a farm
- Communicate if the person was selected for a survey or census
- Survey questions should **NOT** be administered, answered, or completed through email or text messages

As stated in the confidentiality training, *"restricted-use data cannot be sent by email or electronically."*

When NASDA employees initially introduce themselves to respondents through the official NASDA email or via a text message, they should utilize a generic message, see the following example:

Greetings,

*My name is **[your name]**; I'm an Enumerator collecting data on behalf of USDA. I would like to speak with you when you have a chance; my phone number is **[your phone number]**.*

Thank you for your time.

[Your Name]

[your email]@nasda.org

[Your Phone Number]