



U.S. Department of Energy
Washington, DC 20585

[Building Manager]
[Company Name]
[Address]
[City], [State] [Zip Code]

[Building Manager],

Recently an interviewer from the National Opinion Research Organization (NORC) at the University of Chicago contacted you on behalf of the U.S. Department of Energy and asked for your participation in the 2007 Commercial Buildings Energy Consumption Survey (CBECS). I am writing to address any concerns you may have about the survey.

Let us assure you that any and all information that you provide will be held in the strictest of confidence and is protected from disclosure by Federal law. These laws are the 2002 Confidential Information Protection and Statistical Efficiency Act and the Privacy Act of 1974. Any person, including the interviewer, who makes an unauthorized disclosure of the information you provide is subject to five years in prison and a \$250,000 fine.

The CBECS is conducted by the U.S. Department of Energy every four years to gather information about how U.S. commercial buildings like this one use energy. The data collected by the survey provides important information about commercial energy costs and usage that helps those planning for your nation's energy future. You can get more information about the CBECS at <http://www.eia.doe.gov/emeu/cbecs>.

NORC, the organization that is administering this survey under contract to the U.S. Department of Energy, is a non-profit research organization with a long history of national service. It also has an unblemished record of protecting the information provided by those participating in the surveys they conduct. You can obtain more information about NORC at <http://www.norc.org>.

It is only because this building is essential to the survey that I am again asking for your participation. Each building in the survey was scientifically selected to represent similar buildings – in some cases as many as 5,000 buildings. We need your help in this important survey that is sponsored by your government.

I have asked one of NORC's interviewers to contact you again to schedule an interview. If you have any other questions or concerns about this survey, or would like to schedule an interview appointment directly, you can contact a NORC representative at (XXX) XXX-XXXX or by e-mail at CBECs@norc.org. If you want to speak to someone at the U.S. Department of Energy, please call Joelle Michaels at (202) 586-8952 or send her an e-mail at Joelle.Michaels@eia.doe.gov.

Sincerely,

Stephanie J. Battles
Director, Energy Consumption Division
Energy Information Administration

Authorizing Legislation:

The survey of the commercial sector is authorized under the Federal Energy Administration Act of 1974; Public Law 93-275, as amended, and the Energy Policy Act of 1992 (Public Law 102-486). The Commercial Buildings Energy Consumption Survey (CBECS), conducted by the Energy Information Administration of the U.S. Department of Energy, is a voluntary survey that provides information about energy use in U.S. buildings.

Respondent Confidentiality:

This survey will be conducted under the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) of 2002 (P.L. 107-347). Data collected under the provisions of this legislation are required to be kept confidential and to be used only for statistical purposes (i.e., characterizations for population subgroups that do not reveal any information that could identify individual responses). The Energy Information Administration, as the sponsoring organization for the CBECS, is responsible for assuring that all identifying information such as respondent names and addresses and/or building names and addresses are kept confidential and cannot be linked to the data collected in the CBECS.

Public Reporting Burden:

Public reporting burden for this collection of information is estimated to average between 30 and 45 minutes per questionnaire. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Energy Information Administration
Statistics and Methods Group EI-70
1000 Independence Ave, SW
Washington, D.C. 20585

and

Office of Information and Regulatory Affairs
Office of Management and Budget
Washington, D.C. 20503