

## Attachment 2: Forms cover letter

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U.S. Department of Labor

Bureau of Labor Statistics  
Quarterly Census of Employment and Wages Program  
2 Massachusetts Avenue, NE, Room 4840  
Washington, DC 20212



[date]

[first name] [last name]

[company name]

[address]

[city, state, zip]

Dear[salutation] [last name]:

As the chief source of government data on employment, BLS intends to produce data on business employment in the environmental sector, defined as those activities that involve renewable energy, energy efficiency, pollution prevention and abatement, and/or environmental regulation and education. This data collection will produce regular tabulations of aggregate employment and wages for businesses whose primary activities fall into the green goods and services sector. This series will be key to analyzing workforce trends in the green goods and services sector.

In order to collect data on green goods and services employment, BLS is requesting your participation by completing the attached survey form. Please complete and return the form **within 14 days** whether or not your company is involved in the green activities listed above.

In Item 4 of the form, we are asking for revenue shares for the listed business activities or products. Not all of the listed activities or products fall into the green goods and services sector. However, we would like you to estimate your revenue shares for any product or activity on the list that your company is involved in, whether or not it falls into one of the green goods and services categories above.

We estimate that it will take you an average of 20 minutes to complete this form. The OMB control number for this survey is 1220-**NEW** and expires **Month Date, Year**.

If you have any questions please contact, XXX at XXX-XXX-XXXX or [XXX@bls.gov](mailto:XXX@bls.gov).

Thank you for your cooperation and participation.

Sincerely yours,

Patricia M. Getz

Assistant Commissioner

Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics

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[date]

[first name] [last name]

[company name]

[address]

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Dear [salutation] [last name]:

**What is the purpose of this data collection?**

BLS has been asked to determine the number of jobs and wages in businesses whose primary activities fall into the green goods and services sector.

**Which activities fall into the green goods and services sectors?**

BLS defines the environmental sector as activities that involve:

- Renewable energy
- Energy efficiency
- Pollution prevention and abatement, and/or
- Environmental regulation and education.

**What if my business doesn't deal with any of these activities?**

To obtain a clear picture of employment in the U.S., and to establish a baseline for measuring growth in the green goods and services sector, we need to hear from everyone.

**Who should complete the form?**

We ask for estimates of revenue generated by different activities, even those not in the green goods and services sector. Someone knowledgeable about revenue should complete the form.

**When should I return the form?**

Please return the form within 14 days.

**What if I have questions about this survey?**

Please contact XXX at XXX-XXX-XXXX or [XXX@bls.gov](mailto:XXX@bls.gov).

**Thank you for your help!**

We estimate that it will take you an average of 20 minutes to complete this form. The OMB control number for this survey is 1220-NEW and expires Month Date, Year.

Sincerely yours,

Patricia M. Getz

Assistant Commissioner

Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics