

[date]

T_name

Ot_addr1

Ot_addr2

Ot_city, Ot_state Ot_zip-Ot_zip_ext

Dear **contact_name** (if missing use "Manager"):

As the chief source of government data on employment, BLS intends to produce data on business employment in the green goods and services sector, defined as those activities that involve **renewable energy, energy efficiency, pollution reduction and cleanup, recycling and waste reduction, agriculture and natural resources conservation, and/or environmental regulation and education**. This initiative 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 environmental](#) sector employment, BLS needs to better understand how firms and worksites maintain information on product and/or service lines related to [the green goods and services environmental sector](#). Therefore, a member of our research team will be calling to ask questions about the following topics:

- Your firm's product and/or service lines
- Availability of revenue records by product and/or service line
- Availability of employment information by product and/or service line
- Where and with whom at the firm this information is available

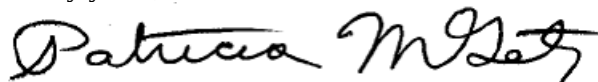
In addition, we are providing you with a list of activities (attached to or on the back of this letter) that is primarily associated with your currently assigned BLS industry. We will be asking how your product or service lines match to the items on this list. If none of the activities listed correspond to your primary activities, please let us know during the interview.

Your voluntary participation is requested to help BLS understand business records and their use in designing a more effective long-term approach to collecting and publishing these new data types. The purpose of this call is for internal purposes only. Information related to this study is confidential and will not be released to the public in any way that would allow identification of individuals or establishments except as prescribed under the conditions of the Privacy Act Notice.

It is our goal to keep the length of this interview to a minimum. A member of our research team will contact you to arrange a convenient time and day to answer questions about your data over the telephone. We estimate that it will take 30 minutes to complete this interview. The OMB control number for this interview is 1220-0181, and expires September 30, 2010.

Please contact Kristin Fairman at (202) 691-6493 or Robert Viegas at (202) 691-5162 with any questions. Again, thank you in advance for your assistance.

Sincerely yours,



Patricia M. Getz

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

Table 1

Worksite information:

T_name

Phy_addr1

Phy_addr2

Phy_city, Phy_state Phy_zip

Your currently assigned BLS industry for this worksite:

A_NAICS description

Activities included:

Index_item1

Index_item2

Index_item3

Index_item4

Index_item5

Index_item6

Index_item7

Index_item8

Index_item9

Index_item10

Index_item11

Index_item12, etc.