

[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

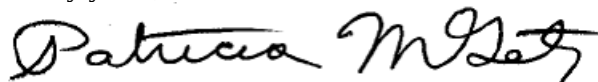
In addition, we are providing you with a list of activities (attached to or on the back of this letter) that is primarily associated with your currently assigned BLS industry. We will be asking how your product or service lines match to the items on this list. If none of the activities listed correspond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