

SCRIPT FOR GREEN GOODS AND SERVICES- NON-RESPONSE PROMPT  
PANEL 4

Typographical conventions: *italics for programmer notes*, ALL CAPS FOR ITEMS NOT READ OR INSTRUCTIONS TO THE INTERVIEWER.

**Introduction**

Intro1. Hello. My name is \_\_\_\_\_ from the Bureau of Labor Statistics, or BLS. I'm calling in reference to the Green Goods and Services survey form, OMB number 1220-0181, your business received from BLS on *(date mailed)*. May I please speak to *(contact name)*?

Intro2. *(Reintroduce yourself if necessary)* Our records indicate you received a BLS Green Goods and Services survey form. Did you receive that survey form?

If not, do you know who received it?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Thank you for your time (HANG UP AND CONTACT THE NAME GIVEN).

**Continue with correct respondent**

Intro3. We would like to confirm you received that form. Did you receive the form?

- YES → I would be happy to collect the data over the phone from you now.
  - YES → Before I collect the data let me assure you the information you provide will help BLS better understand business record-keeping and will aid in designing a new survey. Your participation is completely voluntary. Information related to this study is confidential and will not be released to the public in any way

FILL IN DATA AS DIRECTED BY RESPONDENT

1. Was it easy for you to understand the categories and standards listed in Question 4 of the form?

- YES
- NO → Why not? \_\_\_\_\_
- NO → Would you like us to email, fax or mail you a new form?
  - YES → Let me confirm the contact and address we have on file with you. *(Read address on file)*.
    - IF INCORRECT FILL OUT UPDATED ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - NO → Thank you (and hang up).

If there is anything else you would like us to know about your experience, please call us at 202-691-5185 or send an email to [GGG@bls.gov](mailto:GGG@bls.gov). Thank you very much for your time.