U.S. Department of Labor

Bureau of Labor Statistics 2 Massachusetts Avenue, NE, Room 4840 Washington, DC 20212

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Date

U.S.

Attn: Contact_name (if missing use "Department of Accounting/Finance") T_name BM_addr1 BM_addr2 BM_city, BM_state BM_zip-BM_zip_ext

Dear Employer:

The Bureau of Labor Statistics (BLS) of the U.S. Department of Labor needs your help. We need to hear from businesses like yours as we measure employment involved in the production of green goods and services. We need to hear from every company, even if your company is not involved in producing green goods or services, to get an accurate picture of the economy.

Green goods and services are defined as those that benefit the environment or conserve natural resources. Examples are listed on the following pages.

We are requesting that you participate by responding to the attached survey. Please complete and return the survey **within 30 days** of receipt.

Your business may have more than one location, and each location may be involved in a different activity. Please respond for the activities performed at the individual worksite identified in Question 1 of the survey.

If you have any questions, please contact our helpdesk by calling toll free at [toll-free number] or by emailing [______@bls.gov].

Thank you for your participation.

Sincerely yours,

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Patricia M. Getz Assistant Commissioner Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics

Confidentiality Statement. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law 29 U.S.C.2. Paperwork Reduction Act Statement. Your voluntary

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15 mi comp Burea 20212	nutes. This estimate takes into account time for reviewing i leting and reviewing the information. If you have any comr au of Labor Statistics, Office of Industry Employment Statisti	hensive, accurate, and timely. We estimate that completing this f instructions, searching existing data sources, gathering and maint ments regarding this survey, including suggestions for reducing th cs, Paperwork Reduction Project, 2 Massachusetts Avenue, N.E., 10-XXXX and expires on Month, Day Year. Without a currently val	aining the data needed, and burden, send them to the Room 4840, Washington, DC
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- Full or part-time paid workers
- Workers on paid leave

3

- Workers assigned temporarily to other units
- Incorporated firms paid owners, officers, and staff

- Contractors and temporary agency employees not on your payroll
- Unpaid family workers

• Workers on unpaid leave

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- Owners, proprietors, and partners of unincorporated firms
 - Workers not covered by unemployment insurance

Number of employees for pay period that includes January 12, 2010

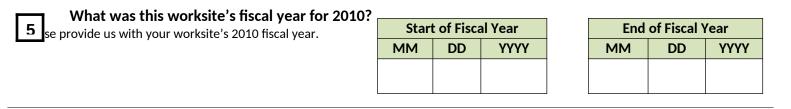
Does this worksite produce goods or services that fall into the following green goods and services

category? Please indicate yes or no.

- Please consider the goods and services you produce for sale or for transfer within your company.
- Do not consider internal green practices, such as recycling programs, use of renewable energy, use of green office products or cleaning materials, use of energy-efficient or pollution-reducing equipment or practices at the worksite, etc.

Green goods and services categories	Examples (this is not an exhaustive list)	Yes	No
Energy efficiency.	Repair and/or maintenance of:		
Products and services that:	 SmartWay certified vehicles and related parts 		
 reduce energy consumption 	- EnergyStar certified products such as electronics, appliances and		
- improve energy efficiency	computers		
Other.	If yes, please describe here:		
Does this worksite produce any green goods or			
services not described above? Green goods or			
services are those that benefit the environment			
or conserve natural resources.			
	If any are checked yes, please go to Question 5.		

If **all** are checked **NO**, please **stop** here and return the survey. Thank you.



During the fiscal year in Question 5, did this worksite have any revenue from the sales of goods or services in the categories checked 'yes' in Question 4?

Revenue from sales includes:

- Income a worksite receives from the sale of goods and services
- Market value of goods produced and services rendered for transfers within your company
 - No Go to Question 8
 - Yes Go to Question 7

Revenue from sales does not include:

Royalties, taxes, interest payments, and all other non-operational revenue

(If yes to Question 6) What percent of this worksite's sales revenue came from the sale of goods or services in the categories checked 'yes' in Question 4?

Estimate the percent of sales revenue for the worksite in Question 1 during the fiscal year shown in Question 5.

%

Please **stop** here and return this completed survey. Thank you.

(If no to Question 6) What percentage of this worksite's employment listed in Question 3 primarily works on the products or services checked 'yes' in Question 4? Estimate for the worksite in Question 1 during the fiscal year shown in Question 5.

%

Please **stop** here and return this completed survey. Thank you.

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