

Date

**Dear Employer:**

The Department of Labor, Bureau of Labor Statistics (BLS), needs your help to produce occupational employment information on green jobs. BLS requests your participation by completing the enclosed survey. This survey is being conducted by Strategic Research Group (SRG) for the BLS. The information you provide will help us develop a questionnaire that is relevant and accurately measures green jobs. Ultimately, green jobs data will be used by businesses, job seekers, and policymakers to inform investment strategies, education decisions, and job training priorities.

**What are green jobs?**

Green jobs are either jobs that produce goods or provide services that benefit the environment or conserve natural resources, or jobs in which workers' duties involve helping their establishment use fewer natural resources or to make their establishment's production processes more environmentally friendly. Technologies and business practices that save energy, conserve resources, or pollute less than traditional methods are the focus of this survey. Some of these green technologies and practices are defined on the reverse of this letter.

**What if my business doesn't have any green jobs?**

Please complete the form whether or not your firm uses any green technologies or practices. We are only selecting a small number of businesses to participate in the survey so it is very important that all of the businesses selected complete and return the survey form regardless of their current practices. All businesses selected represent not only themselves, but other businesses of similar size and industry as well.

**Will my information be kept confidential?**

Yes. The Bureau of Labor Statistics, its employees and agents, 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.

**How long will this survey take?**

This will vary somewhat, but should not take more than 20 minutes to complete.

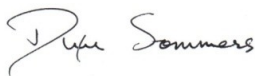
**When should I return the form?**

Please complete and return the form within 15 days using the enclosed envelope.

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

Your voluntary participation is requested to help BLS understand the green technologies and practices that employers like you use in business operations. If you have any questions please contact xxxxxxxxxxxx at (XXX) XXX-XXXX or (xxxx.@xxx.xxx). Thank you for your cooperation and participation.

Sincerely,



Dixie Sommers  
Assistant Commissioner  
Office of Occupational Statistics and Employment Projections  
Office of Employment and Unemployment Statistics

# Green Technologies and Practices

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***Generation of energy from renewable sources.*** Examples include:

- Installing and using small-wind energy generation at the establishment
- Installing or maintaining solar equipment used to generate power for use within an establishment
- Purchasing and using land-fill gas for heat and/or electricity at the establishment

***Energy efficiency.*** Examples include:

- Purchasing and using Energy Star rated appliances at the establishment
- Installing and maintaining motion detection lighting within the establishment
- Maintaining sustainable buildings

***Greenhouse gas emission reduction.*** Examples include:

- Using hybrid or electric vehicles to transport goods or employees
- Promoting and/or subsidizing employee use of mass transit commuting or telework arrangements
- Implementing audio/video conferencing practices to reduce employee air travel

***Pollution reduction and removal.*** Examples include:

- Testing air or water pollution emission levels
- Researching a process to reduce air pollution during manufacturing
- Treating and/or filtering wastewater created during operations

***Waste materials reduction or elimination.*** Examples include:

- Redesigning a production process to make use of recycled or remanufactured inputs
- Collecting and recycling waste created during a manufacturing process
- Redesigning product packaging to reduce the use of plastics in production

***Natural resources conservation.*** Examples include:

- Installing or maintaining low-flow water fixtures and faucet aerators at the establishment to reduce water consumption
- Designing or implementing draught-resistant landscaping
- Using post-consumer materials in product packaging