

**ID:** \_\_\_\_\_

**Intro1.** Hello, may I speak with (INSERT CONTACT NAME)?

**Intro2.** WHEN CONTACT ANSWERS - My name is \_\_\_\_\_. I'm calling in reference to the Green Jobs Survey your business received from the Bureau of Labor Statistics on or about February 15th. Did you receive that form?

- YES → **GO TO INTRO3.**
- YES → Threw it away. **GO TO INTRO3.**
- NO → Do you know who at your firm might have received that survey?
  - YES → Can I get their contact information? (FILL IN BELOW)
  - NO → All surveys go through corporate.  
Can you please provide the contact information for the corporate office?

|                     |
|---------------------|
| Name                |
| Position/Department |
| Phone #             |
| Fax #               |

ASK TO BE CONNECTED WITH THAT PERSON. IF NOT POSSIBLE,  
HANG UP AND CALL CONTACT NAME GIVEN

Thank you for your time.

- NO DON'T KNOW WHO RECEIVED IT → I'd like to mail you a new form that you can complete and return.
  - YES → Let me confirm the address we have on file with you (READ ADDRESS FROM CALLSHEET). You should receive a new survey to complete within the next three days. If you have any questions please call us at 1-800-341-3660 or send e-mail to [info@usdol.websrg.com](mailto:info@usdol.websrg.com).  
IF INCORRECT FILL OUT UPDATED ADDRESS:

|                     |
|---------------------|
| Name                |
| Position/Department |
| Phone #             |
| Fax #               |

- NO → Thank you. If there is any feedback you would like to give us about your experience with this survey, please call us on 1-800-341-3660 or send e-mail to [info@usdol.websrg.com](mailto:info@usdol.websrg.com) (HANG UP).

**Intro3.** BLS is currently collecting data on the green economy and needs information from your company in order to finish this project. We are only contacting a small sample of businesses so it is very important that we get information from you to represent your type of business. We would like you to complete the survey even if your firm does not have any green employment.

**Intro4.** Do you have any questions or concerns regarding the survey?

- YES → Ok, maybe I can help. What is your question/concern?  
GET QUESTIONS AND REFER TO NRP FAQ SHEET, IF YOU CANNOT ANSWER IT, TAKE A MESSAGE AND HAND OFF TO YOUR SUPERVISOR IMMEDIATELY!
- NO

**Intro5.** We would like to remind you to please complete the survey and mail it back using the enclosed pre-paid return envelope. We would appreciate if you could complete the survey and return it to us in the next couple of days.

- YES, I WILL SEND IT BACK → Great! I will keep an eye out for it!
- NO, I DO NOT WANT TO PARTICIPATE

Thank you. If there is any feedback you would like to give us about your experience with this survey, please call us on 1-800-341-3660 or send e-mail to [info@usdol.websrg.com](mailto:info@usdol.websrg.com) (HANG UP).