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Date

**Dear Employer:**

As the American economy adapts to a changing marketplace and a wider selection of energy alternatives, measuring the number and types of new jobs created is of critical importance. Therefore, the Bureau of Labor Statistics needs your help. We are collecting a few facts to help us measure the number of jobs associated with the use of green technologies and practices.

**What if my business doesn't use any green technologies or practices?**

Please complete and return the form. It is important to include all businesses, even those that do not use green technologies and practices, as well as those that do.

**Will this take long to complete?**

The form will take about 20 minutes, on average, to complete. We know you are very busy, but the information you provide is critical to the success of this study.

**What are green technologies and practices?**

Examples of green technologies and practices are shown on the back of this letter.

**Is my response confidential?**

Yes. 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.

**When should I return the form?**

Please respond within 30 days. Responding promptly will save money that would have been spent re-contacting you.

**Can I respond on the Internet?**

Yes. Please go to [www.bls.gov/respondents/gtp/forms.htm](http://www.bls.gov/respondents/gtp/forms.htm) for instructions to respond using the internet.

**What if I have questions about the form?**

The Bureau of Labor Statistics has contracted with Washington State Employment Services Division (ESD) to conduct this study. If you have any questions please contact XXXXXXXXXX at 1-xxx-xxx-xxxx or e-mail xxxxx@xxx. Or, check the BLS respondents' website at: [www.bls.gov/respondents/gtp](http://www.bls.gov/respondents/gtp)

**Thank you for your help!**



Dixie Sommers  
Assistant Commissioner

***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