

## Green Technologies and Practices (GTP) - Options for Reporting Your Data

The Bureau of Labor Statistics is pleased to offer these options for reporting your use of green technologies and practices.

1. Report your data using an Internet form.
2. Request an **electronic fillable form by e-mail**, enter your data, and then e-mail the form back to us. Instructions for the fillable form are on the back of this flyer.
3. Complete the mailed form and return it in the enclosed **postage-paid envelope**.

If you need help, please use one of the Help resources listed on the back page of these instructions.

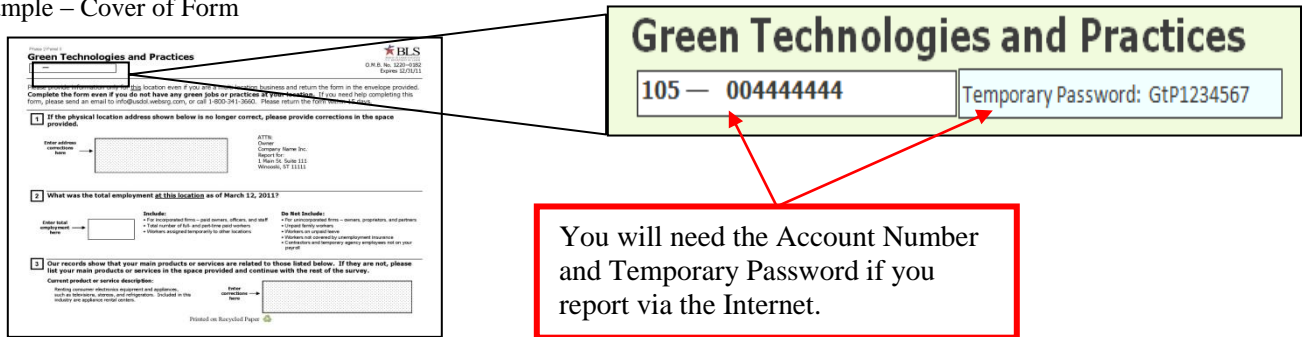
### Option 1: Use the Internet

#### Step 1: Register with the BLS

Before reporting your data, you must register with the BLS even if you registered in previous years for other BLS surveys.

1. Go to <https://idcf.bls.gov> on your Internet browser. The “s” in “https” is required. Click *Cancel* if a Client Authentication or Choose a Digital Certificate pop-up window appears.
2. Enter the 12-digit Account Number (omit the dash) beginning with 105 in the field labeled “Account Number” and the Temporary Password in the field labeled “Password”. See the example below. Click *I Accept*.

Sample – Cover of Form



The image shows the cover of the 'Green Technologies and Practices' form. A callout box highlights the registration information: '105 — 004444444' for the Account Number and 'Temporary Password: GtP1234567'. A red box with text points to these fields, stating: 'You will need the Account Number and Temporary Password if you report via the Internet.'

3. Enter and confirm your email address. Click *Continue*.
4. Complete the “Enter New User Information” page and “Create a Permanent Password” page. **Save your password**, as you will need again it if you need to return to the online form.
5. Click *Continue* on the “Confirmation Notice” page.

#### Step 2: Report Your Data

1. Select *Green Technologies and Practices Survey* from the *Please Select a Survey* drop-down box and click *Continue*.
2. Read the “Dear Employer” screen and click *Continue*.
3. If you are asked to report data for more than one location, you will be prompted to register another establishment after completing the first location.
4. Enter your data. Each time you click *Save & Continue* on a page, the data you entered are saved.
5. When finished, click *Submit Your Data to BLS* to complete your data submission.

You may complete the survey in more than one session. 30 minutes of inactivity within the system will automatically log you out. To log back in and complete the survey, you will need to enter your account number and permanent password. If you need to update or change any of your data after clicking *Submit Your Data to BLS*, you will need to call the phone number printed in the HELP section on the back of these instructions.

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## Option 2: Use a Fillable Form and Return It Using E-mail

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You may obtain an electronic fillable form of the survey, which allows you to type your information directly into each data field.

Sample

The image shows a sample of the 'Green Technologies and Practices' survey form from the U.S. Bureau of Labor Statistics (BLS). The form is titled 'Green Technologies and Practices' and includes instructions for completion. A callout box highlights the top right of the form, showing the company name 'Green Technologies and Practices', the account number '105 — 004444444', and the temporary password 'Temporary Password: GtP1234567'. Another callout box points to the 'ATTN: Owner' field, which is filled with 'Company Name Inc. Report for: 1 Main St. Suite 111 Winooski, ST 11111'. A third callout box, outlined in red, contains the text: 'You will need your company address and your Account Number if you report via e-mail.'

1. Obtain an electronic fillable form of the survey (Adobe ® PDF fillable form) by sending a blank e-mail to [GTP@idcf.bls.gov](mailto:GTP@idcf.bls.gov). You can also download the fillable form from [www.bls.gov/respondents/gtp/forms](http://www.bls.gov/respondents/gtp/forms)
2. Save the form to your computer and open it using Adobe Reader®. If you do not have Adobe Reader, you can download it for free from [www.Adobe.com](http://www.Adobe.com).
3. Enter your establishment's identifying information and green technologies and practices data. Navigate through the fields on the form by using the TAB key or mouse.
4. Save the form on your computer when you have entered all of your green technologies and practices data.
5. Attach the completed form to an e-mail and send your data to [info@usdol.websrg.com](mailto:info@usdol.websrg.com). You will receive a confirmation from the BLS that your data submission has been received.

As a participant in a U.S. Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks.

The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.

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## Need help?

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### Try one of these:

- ♦ Call **1-xxx-xxx-xxxx**
- ♦ Click the *Help* link that appears on each online screen.
- ♦ Contact [IDC.Helpdesk@bls.gov](mailto:IDC.Helpdesk@bls.gov) for registration help.
- ♦ Go to [www.bls.gov/idcf/instructions.htm](http://www.bls.gov/idcf/instructions.htm) for additional registration instructions. The data entry pages cannot be accessed through these instructions.
- ♦ Contact [GTP.helpdesk@bls.gov](mailto:GTP.helpdesk@bls.gov) for questions regarding your participation in the survey or completing the survey online.
- ♦ Visit [www.bls.gov/respondents/gtp](http://www.bls.gov/respondents/gtp) to get more information on the survey, to download forms, and to get answers to your questions about your participation in the survey.