

SCRIPT FOR GREEN GOODS AND SERVICES- EDIT RECONCILIATION

Typographical conventions: *italics for programmer notes*, ALL CAPS OR BOLDED FOR ITEMS NOT READ OR INSTRUCTIONS TO THE INTERVIEWER.

Introduction

Intro1. Hello. My name is _____ from the Bureau of Labor Statistics, or BLS. I'm calling in reference to the Green Goods and Services survey form, OMB number 1220-xxxx, your business received from BLS on (*date mailed*). May I please speak to (*contact name*)?

Intro2. (REINTRODUCE YOURSELF IF NECESSARY) Our records indicate you submitted a BLS Green Goods and Services survey form on (*date of receipt*). Did you submit that survey form?

If not, do you know who submitted it?

Name: _____

Phone: _____

Fax: _____

Thank you for your time (HANG UP AND CONTACT THE NAME GIVEN).

Continue with correct respondent

If the edit flag is on Question 3 (employment):

1. We would like to verify the data you provided in Question 3, which asked "How many employees are at this worksite?" Please provide the number of employees, both full and part-time, who worked at the site listed in Question 1 during the pay period that includes January 12, 2010. Is this the employment figure for just the employees working for that pay period at the worksite listed in Question 1 (READ OFF WORKSITE INFORMATION)?

- YES → Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END
- NO → Would you please provide the actual employment count for Question 3?
 - YES → (CORRECT INFO IN THE FILE)
 - 0 You indicated that you did have green goods and services activity on this form and that it represented (READ RESPONSE TO EITHER QUESTION 7 OR QUESTION 8). Is this still the correct percent for this worksite?
 - YES → Thank you. SKIP TO END
 - NO → Would you please provide the actual percentage?
 - YES → (CORRECT INFO IN THE FILE) SKIP TO END
 - NO → Thank you SKIP TO END
 - NO → Thank you SKIP TO END

If the edit flag is on Question 4 and Question 7 or 8:

(4 says no but 7/8 indicates do have green activity)

2. We would like to verify the data you provided in Question 4 which asked “Does this worksite produce goods or services that fall into one or more of the following green goods and services categories?” You indicated the worksite listed in Question 1 does not produce green goods or services; however, in Question (7 or 8) you indicated that (*percentage from 7 or 8*) percentage of that worksite’s (*revenue/employment*) was associated with producing green goods or services. Please verify which is correct: do you produce green goods or services, or do you not produce green goods or services?

- DO PRODUCE GREEN GOODS OR SERVICES → (CORRECT INFO ON FILE) Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END
- DO NOT PRODUCE GREEN GOODS OR SERVICES → (CORRECT INFO ON FILE) Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END

(4 says yes but 7/8 indicates do not have green activity)

3. We would like to verify the data you provided in Question 4 which asked “Does this worksite produce goods or services that fall into one or more of the following green goods and services categories?” You indicated the worksite listed in Question 1 does produce green goods or services; however, in Question (7 or 8) you indicated that (*percentage from 7/8*) percentage of that worksite’s (*revenue/employment*) was associated with producing green goods or services. Please verify which is correct, do you produce green goods or services or do you not produce green goods or services?

- DO PRODUCE GREEN GOODS OR SERVICES → (CORRECT INFO ON FILE) Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END
 - What percent of your (*revenue/employment*) is associated with producing green goods or services? (CORRECT INFO ON FILE)
- DO NOT PRODUCE GREEN GOODS OR SERVICES → (CORRECT INFO ON FILE) Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END

If there is anything else you would like us to know about your experience, please call us at 202-691-5185 or send an email to GGS@bls.gov. Thank you very much for your time.

If the edit flag is on Question 7 or 8

4. We would like to verify the data you provided in the answer Question (7 or 8), (“*What percent of this worksite’s sales revenue came from the sale of goods or services in the categories checked ‘yes’ in Question 4?*” OR “*What percentage of this worksite’s employment listed in Question 3 primarily works on the products or services checked ‘yes’ in Question 4?*”). You provided the following figure (*number from question 7 or 8*). Is that a percentage?

- YES, FIGURE IS CORRECT → Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END
- NO, FIGURE IS NOT CORRECT → (CORRECT INFO ON FILE) Thank you. IF NO OTHER EDIT FLAGS, SKIP TO END