Bureau of Labor Statistics 2 Massachusetts Avenue, NE, Room 4840 Washington, DC 20212

U.S.

U.S. Department of Labor

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BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR

**Department of Labor** 

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### Date

Attn: Contact\_name (if missing use "Department of Accounting/Finance") T\_name BM\_addr1 BM\_addr2 BM\_city, BM\_state BM\_zip-BM\_zip\_ext

Dear Employer:

The Bureau of Labor Statistics (BLS) of the U.S. Department of Labor needs your help. We need to hear from businesses like yours as we measure employment involved in the production of green goods and services. We need to hear from every company, even if your company is not involved in producing green goods and services, to get an accurate picture of the economy.

Green goods and services are defined as those that benefit the environment or conserve natural resources. Examples are listed on the following pages.

We are requesting that you participate by responding to the attached survey. Please complete and return the survey **within 30 days** of receipt.

Your business may have more than one location, and each location may be involved in a different activity. Please respond for the activities performed at the individual worksite identified in Question 1 of the survey.

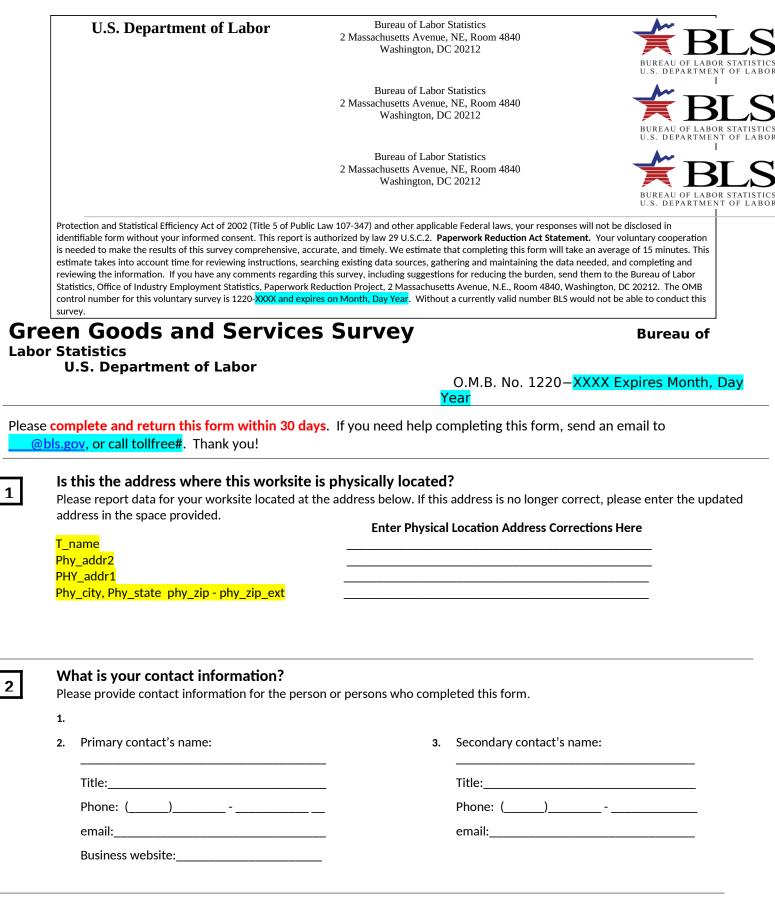
If you have any questions, please contact our helpdesk by calling toll free at [toll-free number] or by emailing <u>@bls.gov</u>].

Thank you for your participation.

Sincerely yours,

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Patricia M. Getz Assistant Commissioner Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics



# 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.

#### Include:

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- Full or part-time paid workers
- Workers on paid leave
- Workers assigned temporarily to other units

Incorporated firms - paid owners, officers, and staff

#### Do Not Include:

- Contractors and temporary agency employees not on your payroll
- Unpaid family workers

►

- Workers on unpaid leave
- Owners, proprietors, and partners of unincorporated firms
- Workers not covered by unemployment insurance

### Number of employees for pay period that includes <mark>January 12, 2010</mark>

## Does this worksite produce goods or services that fall into the following green goods and services

category? Please indicate yes or no.

- Please consider the goods and services you produce for sale or for transfer within your company.
- **Do not consider internal green practices**, such as recycling programs, use of renewable energy, use of green office products or cleaning materials, use of energy-efficient or pollution-reducing equipment or practices at the worksite, etc.

Green goods and services categories	Examples (this is not an exhaustive list)	Yes	No
Recycling and reuse.	Wholesale trade of:		
Products and services that:	- Automotive scrap		
- collect, reuse, remanufacture, or recycle	- Industrial scrap		
<ul> <li>compost waste materials</li> </ul>	- Recycled materials (bottles, boxes, rubber)		
	Retail trade of used merchandise, including:		
	- Clothing		
	- Appliances		
Other.	If yes, please describe here:		
Does this worksite produce any green goods or services not described above? Green goods or services are those that benefit the environment or conserve natural resources.			
If <b>all</b> are ch	If <b>any</b> are checked yes, please go to Question 5. ecked <b>NO</b> , please <b>stop</b> here and return the survey. Thank you.		

