

February 21, 2012

MEMORANDUM FOR : Reviewer of 1220-0008

FROM : David Friedman, Assistant Commissioner  
Division of Industrial Prices and Price Indexes

SUBJECT : Request for Approval of Non-Substantive Change to OMB  
1220-0008 Regarding New Notice about the Online  
Reporting System for the Producer Price Index Program

The Bureau of Labor Statistics (BLS) plans to begin sending the attached notice to respondents that currently provide information for the Producer Price Index Program (PPI) by receiving and returning fax or mail survey forms with April data requests. This notice informs these respondents that the PPI is transitioning towards a survey that will be primarily conducted over the Internet, and requests that respondents provide their email address so that an account in the new online system can be created for them. This notice will be sent to respondents on the same day that they receive their survey forms. Although we attempt to collect the email address during the initial contact with survey respondents (see last page of BLS-1810E – the PPI Product Checklist), we currently do not update it on our mail/fax repricing forms so we need to make sure we have the most up-to-date email address for use in web repricing.

Current OMB approval of the PPI is scheduled to expire July 31, 2014. This request does not affect respondent burden.

If you have any questions about this request, please contact David Friedman at 202-691-6307 or by e-mail at [Friedman.David@bls.gov](mailto:Friedman.David@bls.gov).

# New Online Reporting System for the Producer Price Index



[www.bls.gov](http://www.bls.gov)

Dear **[RESPONDENT FIRST NAME] [RESPONDENT LAST NAME]**,

The Producer Price Index (PPI) is transitioning to a secure online reporting system in support of government paperwork reduction efforts. This system will substantially replace the current fax and postal mail processes which BLS uses to transmit PPI forms.

To set up an online reporting account, please enter your email address below and fax this form to 1-888-666-6652. BLS will send account information and requests for PPI data to the email address you provide.

EMAIL ADDRESS: \_\_\_\_\_

The next time you are scheduled to submit data, you will receive email from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) with instructions on how to complete your account registration and provide your data online. Please continue to complete and return any PPI forms you receive until you complete the online account registration process.

Please contact the PPI Industry Analyst listed below if you have any questions or concerns about transitioning to the secure online system:

**[IA NAME] [IA PHONE NUMBER] [IA EMAIL ADDRESS]**

BLS appreciates your time and effort in support of the PPI. Your contributions to this important economic indicator provide a valued service to the nation.

A handwritten signature in black ink that reads "David M. Friedman". The signature is written in a cursive style.

David M. Friedman  
Assistant Commissioner  
Division of Industrial Prices and Price Indexes

For Internal Use: **[REPORTER CODE, BOLDED]**

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