U.S. Department of Labor

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

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Department of Labor

Date

Attn: Contact Name or Department of Accounting/Finance
Establishment Name
Establishment Address
Address cont.
City, State, Zip

Dear Employer:

The Bureau of Labor Statistics (BLS) of the U.S. Department of Labor needs your help measuring the number of jobs involved in the production of green goods and services. By completing a brief survey, you will help us determine the number, growth, and distribution of green jobs by industry, occupation, and geography in the United States.

I don't produce anything green; does this survey apply to me? **Yes.** We collect data from both green and non-green establishments so we can publish an accurate picture of the economy.

What are green goods and services? They are goods and services that benefit the environment or conserve natural resources. Examples are listed on the following pages.

What if my business has more than one location? Your business may have more than one location, and each location may be involved in a different activity. Please respond for the individual worksite identified in Question 1 of the survey.

What if I want to report using the internet? Please go to the web address **https://ggsdata.bls.gov** and use your report number to access the data collection form.

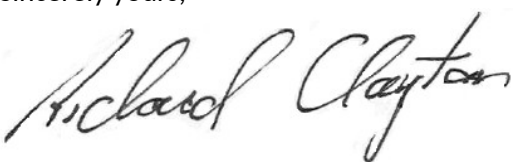
Report Number: ***[This is your Report Number]****

Please help us better understand our current economy by completing and returning the attached survey **within 30 days**.

If you have any questions, please contact our helpdesk by calling toll free at 1-866-840-3801 (TTY at 1-866-841-3259), sending an email to GGSHelp@bls.gov, or visiting our website (www.bls.gov/respondents/ggs).

Thank you for your help.

Sincerely yours,



Richard Clayton
Chief, Division of Administrative Statistics and Labor Turnover
Office of Employment and Unemployment Statistics

Confidentiality Statement. 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. This report is authorized by law 29 U.S.C.2. **Paperwork Reduction Act Statement.** Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. We estimate that completing this form will take an average of 15 minutes. This estimate takes into account time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information. If you have any comments regarding this survey, including suggestions for reducing the burden, send them to the Bureau of Labor Statistics, Office of Industry Employment Statistics, Paperwork Reduction Project, 2 Massachusetts Avenue, N.E., Room 4840, Washington, DC 20212. The OMB control number for this voluntary survey is 1220-0183 and expires on April 30, 2014. Without a currently valid number BLS would not be able to conduct this survey.

Green Goods and Services Survey

Bureau of Labor Statistics

U.S. Department of Labor

O.M.B. No. 1220−0183 Expires April 30, 2014

Please **complete and return this form within 30 days**. If you need help completing this form, send an email to GGSHelp@bls.gov, or call toll free at 1-866-840-3801 (TTY at 1-866-841-3259). Thank you!

1 Is this the address where this worksite is physically located?

Please report data for your worksite located at the address below. If this address is no longer correct, please enter the updated address in the space provided.

Enter Physical Location Address Corrections Here

Establishment Name _____

Worksite Address _____

Address cont. _____

City, State, Zip _____

Worksite Description (if available)

2 What is your contact information?

Please provide contact information for the person or persons who completed this form.

1.

2. Primary contact's name:

   _____

   Title: _____

   Phone: (_____) _____ - _____

   email:_____

   Business website: _____

3. Secondary contact's name:

   _____

   Title: _____

   Phone: (_____)_____ - _____

   email:_____

3 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 *[date of sampled pay period]*.

Include:

- 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 *[date of sample pay period]*

4 **Your establishment is classified within the following industry sector: Manufacturing**

Does this worksite produce goods or services that fall into one or more of the following green goods and services categories? 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.
- **If none of the examples match your green product or you are classified under the wrong industry, please explain your green product or service in the 'other' section.**

Green goods and services categories	Examples (this is not an exhaustive list)	Yes	No
Renewable energy. Products and services that: - generate electricity, heat, or fuel from non-fossil, renewable fuel sources - generate electricity, heat, or fuel from waste	Design or manufacture of: - Parts for use in renewable energy (wind, biomass, geothermal, solar, ocean energy (tidal, wave, current, and thermal), hydropower, landfill gas/municipal solid waste) power plants		
Energy efficiency. Products and services that: - reduce energy consumption - improve energy efficiency	Design, manufacture, installation, or maintenance of: - Smart Grid products such as meters, distribution automation devices, software - Energy cutoff controls - Light-emitting diodes (LED) - Energy usage monitoring equipment and controls - Railroad cars, ferries, subway cars for mass transit - EnergyStar certified products, such as washers and HVAC systems - EPEAT/IEEE (IEEE 1680) certified computers or photocopying equipment		
Pollution mitigation and greenhouse gas reduction. Products and services that: - reduce or eliminate pollution or greenhouse gases	Development, manufacture, or maintenance of: - Emissions monitoring equipment - Parts for use in waste or water treatment plants, waste-to-energy facilities, or nuclear plants - Air pollution treatment control devices such as scrubbers and filters - SmartWay certified motor vehicles - Water quality monitoring systems and equipment - Products eligible for use in LEED or Green Globes/ANSI/GBI certified projects, such as metal windows - ISO 21930:2007-certified building products, such as roofing materials - Products on the USDA biopreferred product list, such as fluid-filled transformers - Products listed with the EPA Environmentally preferable purchasing program, such as printers and monitors - BurnWise certified wood stoves and other products - WaterSense certified products, such as toilets and faucets - ISO/IEC 24700:2005 certified products, such as office equipment containing reused components - ANSI/BIFMA X7.1 standards for low-emitting office furniture		
Recycling and reuse. Products and services that: - collect, reuse, remanufacture, or recycle - compost waste materials	Development, manufacture, or maintenance of: - Parts for use in recycling center or compost facilities - Products eligible for use in LEED or Green Globe/ANSI/GBI certified projects - ISO 21930:2007 building products - Products on the USDA Biopreferred product list - Products listed with the EPA Environmentally preferable purchasing program		
Natural resources conservation. Products and services that: - reduce the environmental impact of agricultural production - improve natural resources conservation	Development or manufacture of: - Water consumption monitoring equipment, meters - Metals from recycled materials		
Other. 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 yes, please describe here:		

If **any** are checked yes, please go to Question 5. ←

If **all** are checked **NO**, please **stop** here and return the survey. Thank you. ←

5 **What was this worksite's fiscal year for 2011?**

se provide us with your worksite's 2011 fiscal year.

Start of Fiscal Year		
MM	DD	YYYY

End of Fiscal Year		
MM	DD	YYYY

6 **During the fiscal year in Question 5, did this worksite have any revenue from the sales of goods or services in the categories checked '*yes*' in Question 4?**

Revenue from sales includes:

- Income a worksite receives from the sale of goods and services
- Market value of goods produced and services rendered for transfers within your company

Revenue from sales does not include:

- Royalties, taxes, interest payments, and all other non-operational revenue

- No _____ Go to Question 8
- Yes _____ Go to Question 7

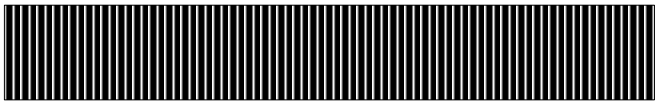
7 **(If yes to Question 6) What percentage of this worksite's sales revenue came from the sale of goods or services in the categories checked '*yes*' in Question 4?**

Estimate for the worksite in Question 1 during the fiscal year shown in Question 5.

% Please **stop** here and return this completed survey. Thank you.

8 **(If no to Question 6) What percentage of this worksite's employment listed in Question 3 primarily works on the products or services checked '*yes*' in Question 4?**

Estimate for the worksite in Question 1 during the fiscal year shown in Question 5.

% Please **stop** here and return this completed survey. Thank you.

THIS IS A SAMPLE FORM