

**Intro1.** Hello, may I speak with (contact's name).

My name is \_\_\_\_\_, and I'm calling on behalf of the Department of Labor's, Bureau of Labor Statistics. I want to thank you for taking the time recently to complete our survey that asked about the number of jobs involved in your business's production of green goods and services. I am calling now to find out what you thought of the survey, and if you have any suggestions for improving it. Your opinions are very important to us, so if you can spare a couple of minutes, we'd love to hear your thoughts about the survey.

**Intro2.** Before we begin, this survey is completely voluntary, it will only take a couple of minutes, and we will use the information for statistical purposes only (if asked for legal authority, read footnote/flashcard).<sup>1</sup> Also, this call may be monitored for quality assurance purposes.

**Q1a.** One of the challenges we faced was making sure the survey got to the right person. Do you know if there were any problems getting the survey form to you?

- Yes → if yes, answer b.
- No
- Don't know

b. What were the problems?

c. What should we do differently in the future to avoid these problems? (Probe: What title or department should we have sent the form to?)

Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Q2a.** When you received the form, was it clear from the address printed on the form which worksite we wanted you to report for?

- Yes
- No – if no, answer b.

b. What wasn't clear?

**If respondent provided a revenue share:**

<sup>1</sup> The Bureau of Labor Statistics, its employees and agents 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 and other applicable federal laws. Your responses will not be disclosed in identifiable form without your informed consent.

**Q3.** One of the questions on the form asked you to estimate the percentage of your worksite's revenues that came from the sale of green good or services. Can you tell me how you generated that estimate? (Mark all that apply)

- Memory, personal knowledge, "off the top of my head," just know it
- Rough estimate
- Guessed
- Accounting system
- Accounts/finance/sales department
- Sales receipts
- Got it from another department/employee – ask Q4
- Don't know
- Other, please specify: \_\_\_\_\_

**Q4.** (If from another person or department) What is the (person's/department's) title?

- Administrative assistant
- Finance director
- Accounting staff
- Senior Management (President/VP/CEO/COO)
- Finance department
- Sales department
- Other, please specify: \_\_\_\_\_

**Q5.** How good do you believe your estimate is? Would you say it is very good, good, fair, or poor?

- Very good
- Good
- Fair
- Poor
- Don't know

**If respondent provided an employment share:**

**Q6.** One of the questions on the form asked you to estimate the percentage of your worksite's employment devoted to producing green good or services. Can you tell me how you generated that estimate? (Mark all that apply)

- Memory, personal knowledge, "off the top of my head," just know it
- Rough estimate
- Guessed
- Accounting system
- Accounts/finance/sales department
- Sales receipts
- Got it from another department/employee – ask Q7
- Don't know
- Other, please specify: \_\_\_\_\_

**Q7.** (If from another person or department) What is the (person's/department's) title?

- Administrative assistant
- Finance director
- Accounting staff
- Senior Management (President/VP/CEO/COO)
- Finance department
- Sales department
- Other, please specify: \_\_\_\_\_

**Q8.** How good do you believe your estimate is? Would you say it is very good, good, fair, or poor?

- Very good
- Good
- Fair
- Poor
- Don't know

**Q9.** We're interested in any general comments you might have about the survey, for example, things you liked or disliked, or ways the survey could be improved.

**Q10.** Those are all my questions. Thank you.