

2007 Commodity Flow Survey

INSTRUCTION GUIDE

*Instructions for Completing the Commodity Flow Survey
Please read all instructions.*

Contents:

- **Part I** — Instructions for Completing your Questionnaire Pages 2–6
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Instructions for completing the Commodity Flow Survey also are available on our website at <http://www.census.gov/CFS>. If you need to contact us by telephone, a representative will be glad to assist you. Call us at **1-800-772-7851**, between 8:30 a.m. and 5:00 p.m. Eastern time.

Part I — Instructions for Completing Your Questionnaire

Item A: Establishment Name:

Enter **only** if different from mailing address in label area.

Item B: Physical Location:

Enter **only** if different from mailing address in label area.

Item C: Operating Status:

Check the box that best describes this establishment's operating status during the designated reporting week.

If this establishment was inactive and made no outbound shipments during the designated reporting week: skip to the end of the questionnaire to complete the Contact information, and then return the form to the Census Bureau in the envelope provided.

Item D1: Total Number of Outbound Shipments

Enter in the space provided your total number of outbound shipments **for the one week reporting period** printed in Item D(1).

What we mean by a "shipment":

For the purposes of this survey, a shipment is a single consignment of commodities or products from your establishment to a single customer or to another specific location of your company transported in commerce, often with a shipping document such as a manifest, bill of lading, or waybill.

"Commodities" refer to items that your location produces, sells, or distributes, *not* to items that are considered by-products of your location's operation.

A special note about "shipments":

A full, or partial, truckload should be counted as a single shipment only if all the commodities on the truck are destined for one location. If a truck makes multiple deliveries on a route, **please count each stop as one shipment.**

Include:

Include in this count any materials picked up by the customer ("customer pick-up").

Include only those shipments from the location specified in Item B, or label address if not changed.

Include shipments of commodities of all sizes, by any mode of transportation (e.g., parcels).

Include any shipment of products from this establishment to another location of the company if intended for sale (e.g., products moved from this establishment to a company warehouse).

Do not include:

Do *not* include as shipments internal administrative items, such as inter-office memos, payroll checks, business correspondence, etc.

Do *not* include as shipments such as refuse, scrap paper, waste, and recyclable materials **unless** this establishment is in the business of selling or providing these materials to others.

Do *not* include as shipments items moved from the establishment at this location to another location of the company if not intended for commercial activity (e.g., the transfer of office furniture from one location of this company to another location of this company for use at the new location).

Part I — Instructions for Completing Your Questionnaire

Item D2: Total Number of Outbound Shipments

Check the appropriate box in Item D(2) to indicate whether this establishment reported 40 or fewer shipments in Item D(1). If "Yes" is marked, skip to Item F beginning on page 4 and report the information requested for all shipments made during the assigned week.

If "No", continue with Item E on page 3 to determine the sample of shipments that this establishment should report in Item F.

Item E: Sampling Instructions

If you have more than 40 outbound shipments for the one-week reporting period you are asked to report only for a sample of them in Item F.

Item E provides instructions for selecting shipments for which to report in Item F.

For example, if in Item D1 you reported 150 outbound shipments for the one week period:

Example

Using the table provided in Item E: Go to the line with the range in column 1 that includes your total number of shipments for the week. In this example, row 4 (101-200), includes 150 so you would follow the instructions in column 2 which reads, "Report every 5th outbound shipment". You would then report the following 30 shipments in Item F, beginning on Page 4 of the report form:

Line 1: your 5th outbound shipment
Line 2: your 10th outbound shipment
Line 3: your 15th outbound shipment
• • • (continue with every 5th shipment)
• • •
• • •
Line 30: your 150th outbound shipment

When sampling your shipments, please use the files, or combination of files that reflect the full range of your location's shipping activities in terms of modes of transportation used, commodities or products shipped, and destinations.

We're here to answer your questions! If you have questions about the sampling process (or any part of the questionnaire) please visit our website at www.census.gov/cfs or call us at 1-800-772-7851, from 8:30 am to 5:00 pm, Eastern time.

Part I — Instructions for Completing Your Questionnaire – Continued

Item F: Shipment Characteristics

- **Shipment ID Number, Column (B)** – Enter the invoice number, shipment number, or some other unique identification number that your establishment could use to find this particular shipping document if questions arise regarding your report.
- **Shipment Date, Column (C)** – Enter the month and day of the shipment. If shipment date is not available, use the invoice/shipping document date. Use numbers only.
- **Shipment Value, Column (D)** – Enter the dollar value, in whole dollars, of the entire shipment. The value should not include freight charges or excise taxes (i.e., report the net selling value, f.o.b. plant). If the value is not readily available from your records, please estimate.
- **Net Shipment Weight, Column (E)** – Enter the net weight of the total shipment in whole pounds. If net weight is not readily available from your records, please estimate.
- **SCTG Commodity Code, Column (F)** – Please use the list of commodity codes provided in the SCTG Commodity Codes booklet to select the proper code. For shipments with more than one commodity, enter only the code for the commodity with the greatest weight. For assistance in locating the appropriate commodity code, refer to the alphabetized listing of selected commodities at the end of the SCTG Commodity Codes Booklet. Additional assistance is available at our website at www.census.gov/cfs, or you may call us at 1-800-772-7581 to speak with a Census Bureau representative.
- **Commodity Description, Column (G)** – Enter a brief description of the commodity shipped. For shipments with more than one commodity, describe only the commodity with the greatest weight. Do not use trade names, catalog numbers, or other codes not familiar to persons outside your business.

SHIPMENT CHARACTERISTICS								
Line No. (A)	Your Shipment ID Number (B)	Shipment date (C)		Shipment value (excluding shipping costs) in whole dollars <i>Estimates acceptable.</i> (D)	Net Shipment weight in pounds (E)	SCTG commodity code from accompanying booklet (F)	Commodity description (G)	Continue with column (H) on page 5
		Month	Day					
0	123-5	4	26	244,235	4840	34520	Mechanical machinery	→
00	402H	4	26	1,375	50,125	20222	Sulfuric acid	→
1								
2								
3								
4								

Mode of transport codes for columns (j) and (m) **1** — Parcel delivery, courier, or U.S. Postal Service **2** — Private truck **3** — For-hire truck **4** — Railroad *Continued* →

Part I — Instructions for Completing Your Questionnaire – Continued

Item F: Shipment Characteristics – Continued

• **For Hazardous Materials, Column (H)** – If shipment is a hazardous material, enter the 4-digit United Nations (UN) or North American (NA) number.

• **U.S. Destination or U.S. Exit Port, Column (I)** – For domestic shipments, enter the city, state, and 5-digit ZIP Code of the buyer/receiver as it appears on the shipping document. Use the "**ship to**" address. Use the two letter state postal abbreviation shown in part III.

Important – For export shipments, report the U.S. **port of exit** as the destination city. The port of exit is the port or airport from which the shipment left the country. In case of land shipments into Mexico or Canada, it is the border crossing.

• **Mode(s) of Transport to U.S. Destination, Column (J)** – Enter the code(s) for **all** modes of transport used for the shipment to its U.S. destination (i.e., the destination reported in column (I)). Codes are located on the bottom of pages 5 and 7 of the questionnaire. Enter in the sequence used, all that apply. See part II for definitions of each mode.

For Customer Pick-up: Report the mode(s) of transportation used, if known. Otherwise, report mode as "0" (unknown).

For Export Shipments: List only the mode(s) of transport used to reach the U.S. port, airport, or border crossing of exit.

If a hazardous material, enter the "UN" or "NA" number (H)	U.S. destination or U.S. Exit Port (Complete for all shipments.) (I)			Mode(s) of transport to U.S. destination Enter all that apply in order used. Use codes at bottom. (J)
	City	State	ZIP Code	
	Los Angeles	C A	90040	2, 4
1 8 3 0	Newark	N J	07105	4

Part I — Instructions for Completing Your Questionnaire – Continued

Item F: Shipment Characteristics – Continued

• **Intermodal Shipment, Column (K)** – An intermodal shipment is defined as a shipment of a commodity that has been placed within a piece of transportation equipment that is designed to be interchanged (transferred) between different modes of transportation under a single rate (e.g., a single bill of lading). Examples of intermodal transportation include the shipment of commodities in truck trailers designed to be placed on railroad flat cars (TOFC); shipping containers designed to be placed on railroad flat cars (COFC); or shipping containers for marine transportation. Intermodal (IM or ISO) tanks designed for interchange between the truck, rail and marine modes are also examples of intermodal transportation reportable in the CFS.

• **Export Shipment, Column (L)** – Indicate whether or not the shipment is intended for export outside of the United States, by entering a "Y" or "N" (yes or no). For purposes of this survey, shipments to Puerto Rico and U.S. territories and possessions **are** considered exports.

• **Foreign Destination: City and Country, Column (M)** – If the shipment is an export, enter the foreign city and country of destination. For **U.S. Destination, Column (I)**, enter the U.S. port, airport, or border crossing of exit. In **Column (J)**, enter the mode of transport used to the U.S. destination.

• **Export Mode, Column (N)** – If the shipment is an export, enter the code for the mode of transport by which the shipment left the country. Codes are located at the bottom of pages 5 and 7 of the questionnaire.

Intermodal Shipment? (Y/N)* (K)	Export? (Y/N) (L)	Foreign Destination (for export shipments only) Note: In column (I) enter the U.S. port, airport, or border crossing of exit. (M)		Export mode (N)	Line No. (O)
		City	Country		
Y	Y	Beijing	China	6	0
N	N				00
					1
					2
					3
					4

Item G: Monthly Value of Outbound Shipments

Please check the box that corresponds to the total value of all outbound shipments from this location for the most recent month.

Contact

Please enter name and telephone number of the person to contact in the event that we have a question about your report.

Part II — Mode of Transportation Definitions

Parcel delivery/Courier/U.S. Parcel Post – Includes ground and air shipments of packages and parcels that weigh less than 100 pounds.

Private truck – Trucks operated by employees of this establishment or the buyer/receiver of the shipment. Includes trucks providing dedicated services to this establishment.

For-hire truck – Shipments by common or contract carriers made under a negotiated rate.

Railroad – Any common carrier or private railroad.

Shallow draft vessel – Barges, ships, or ferries operating on rivers and canals; in harbors, the Great Lakes, the Saint Lawrence Seaway, the Intracoastal Waterway, the Inside Passage to Alaska, major bays and inlets, or in the ocean close to the U.S. shoreline.

Deep draft vessel – Barges, ships, or ferries operating primarily in the open ocean. (Shipping on the Great Lakes and the Saint Lawrence Seaway is classified with shallow draft vessels.)

Pipeline – Movements of oil, petroleum, gas, slurry, etc. through pipelines that extend to other establishments or locations beyond the shipper's establishment. (Aqueducts for the movement of water are not included.)

Air – Any shipment by air that weighs 100 pounds or more.

Other mode – Any mode not listed above.

Unknown – A shipment where you are unable to determine the mode of transportation.

Note: Transportation equipment that is "shipped" under its own power, such as boats, barges, ferries, ships, aircraft, trucks, and trains **should be classified with the appropriate mode above.** Transportation equipment shipped under its own power for which an appropriate mode is not listed (e.g., buses, recreational vehicles) should be listed as **"other" mode.**

Part III — State Postal Abbreviation List

State	Abbrev.	State	Abbrev.
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Col.	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

NOTICE :

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-XXXX, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-XXXX" as the subject. Respondents are not required to respond to any information collection unless it displays a valid approval number in the top right corner on the front of the questionnaire.