

Mandatory and Voluntary 2007 Wave II Clearance Work Sheet  
Column Descriptions

**Counterpart** - a separate mailing that collects annual data from those firms not participating in the more frequent monthly or quarterly collection.

**Coverage Rate** - the percentage of the survey estimate (value of shipments) that is accounted for by response data. The reciprocal of that ratio is the portion of the estimate we are imputing. This calculation is done at an overall survey level.

**Establishment Mailed Annually** - number of establishments subject to annual mailing, usually the same count as sample size unless cutoff or probability sampling is used. Counterpart mailing counts are also included here.

**Establishment Mailed Monthly/Quarterly** - number of establishments which are mailed reports in the monthly or quarterly collection. Excludes those respondents whose data are collected via the counterpart.

**Expiration Date** - expiration date of the OMB number.

**Form Number** - number referenced by the instruction manual. It may differ from number assigned for publication.

**Frequency** - frequency of collection.

**Hours/Minutes** - respondent burden hours and minutes required to complete a single report.

**Methodology** - survey methodology used to select the mail panel.

**OMB Number** - most recently assigned OMB clearance number.

**Reporting Status** - reflects whether it is a mandatory or voluntary survey.

**Response Rate** - the total number of questionnaires including counterparts for monthly and quarterly surveys we mailed in a year divided by the total number returned through our normal survey process. It does not include responses that are faxed directly to the

survey analysts nor does it include information the analysts obtain through telephone follow-up operations. These responses are not Achecked-in@ through our normal survey process and therefore not counted in the files available to us to derive this number.

**Sample Size** - number of active respondents in the mail panel.

Attachment D-3

**Sponsorship** - degree of funding, entered if survey is funded by outside sources.

**Survey Title** - abbreviated title of the survey. Official long title is in the instruction manual.

**Total Burden Hours** - total burden hours imposed on all establishments receiving the survey. The result of total yearly responses times hours and minutes.

**Total Yearly Responses** - number of forms mailed throughout one year. It is a derivative of frequency of collection and number of respondents.

**Universe Size** - number of potential respondents excluding census administrative records.

**Wave** - OMB clearance wave.