INSTRUCTION BOOKLET

GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS FOR COMMISSION FOREIGN PRODUCER/EXPORTER QUESTIONNAIRES

Glycine from China
Investigation No. 731-TA-718 (Third Review)

Further information.--If you have any questions concerning the enclosed questionnaire(s) or other matters related to this review, you may contact the following member of the Commission's staff (Fax 202-205-3205):

Stefania Pozzi Porter, investigator (202-205-3177); E-mail Stefania.PozziPorter@USITC.GOV) regarding general questions and trade and related information; and

Aimee Larsen, economist (202-205-3179); E-mail Aimee.Larsen@USITC.GOV) regarding pricing, market, and related information.

GENERAL INFORMATION

Background.--On March 29, 1995, the Department of Commerce issued an antidumping duty order on imports of glycine from China (60 F.R. 16116). On October 7, 2010, the Commission instituted a review pursuant to section 751(c) of the Tariff Act of 1930 (19 U.S.C. § 1675(c)) (the Act) to determine whether revocation of the order would be likely to lead to continuation or recurrence of material injury to the domestic industry within a reasonably foreseeable time (**75** F.R. 62141). If the Commission makes an affirmative determination, the order will remain in place. If the Commission makes a negative determination, the Department of Commerce will revoke the order.

Questionnaires and other information pertinent to this review are available at **http://www.usitc.gov/trade_remedy/731_ad_701_cvd/investigations/2011/glycine/reviewphase.htm**. Address all correspondence to the United States International Trade Commission, Washington, DC 20436. Hearing-impaired individuals can obtain information regarding this review via the Commission's TDD terminal (202-205-1810).

Due date of questionnaire(s).--Return the completed questionnaire(s) to the United States International Trade Commission by no later than **April 27, 2011**. Although the enclosed postpaid envelope may be used to return the completed questionnaire, use of an overnight mail service may be necessary to ensure that your response actually reaches the Commission by **April 27, 2011**. If you do not use the enclosed envelope, please make sure the completed questionnaire is sent to the attention of **Stefania Pozzi Porter**. **Return only one copy of the completed questionnaire(s), but please keep a copy for your records so that you can refer to it if the Commission staff contacts you with any questions during the course of the review.**

Service of questionnaire response(s).--In the event that your firm is a party to this review, you are required to serve a copy of the questionnaire(s), once completed, on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties is maintained by the Commission's Secretary and may be obtained by calling 202-205-1803. A certificate of service must accompany the copy of the completed questionnaire(s) you submit (see 19 CFR § 207.7).

Confidentiality.--The commercial and financial data furnished in response to the enclosed questionnaire(s) that reveal the individual operations of your firm will be treated as confidential by the Commission to the extent that such data are not otherwise available to the public and will not be disclosed except as may be required by law (see 19 U.S.C. § 1677f). Such confidential information will not be published in a manner that will reveal the individual operations of your firm; however, nonnumerical characterizations of numerical business proprietary information (such as discussion of trends) will be treated as confidential business information only at the request of the submitter for good cause shown.

GENERAL INFORMATION--*Continued*

***Verification*.--The information submitted in the enclosed questionnaire(s) is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all your workpapers and supporting documents used in the preparation of the questionnaire response(s).**

Release of information.--The information provided by your firm in response to the questionnaire(s), as well as any other business proprietary information submitted by your firm to the Commission in connection with the review, may become subject to, and released under, the administrative protective order provisions of the Tariff Act of 1930 (19 U.S.C. § 1677f) and section 207.7 of the Commission's Rules of Practice and Procedure (19 CFR § 207.7). This means that certain lawyers and other authorized individuals may temporarily be given access to the information for use in connection with this review or other import-injury proceedings or reviews conducted by the Commission on the same or similar merchandise; those individuals would be subject to severe penalties if the information were divulged to unauthorized individuals.

INSTRUCTIONS

Answer all questions.--Do not leave any question or section blank unless a questionnaire expressly directs you to skip over certain questions or sections. If the answer to any question is "none," write "none." **If information is not readily available from your records in exactly the form requested, furnish carefully prepared estimates--designated as such by the letter "E"--and explain the basis of your estimates**. Answers to questions and any necessary comments or explanations should be supplied in the space provided or on separate sheets attached to the appropriate page of the questionnaire(s). If your firm is completing more than one questionnaire in connection with this review (i.e., a producer, importer, purchaser, and/or foreign producer questionnaire), you need not respond to duplicated questions in the questionnaires.

Consolidate all establishments in China.--Report the requested data for your establishment(s) located in **China**. **Firms operating more than one establishment should combine the data for all establishments into a single report.**

***Electronic completion*.--**Your firm is encouraged (but not required) to complete the questionnaire electronically in MS Word format. The MS Word versions of all the questionnaires in these investigations are available online at the ITC web page or may be obtained directly from the Commission's Investigator, Stefania Pozzi Porter (202-205-3177, stefania.pozziporter@usitc.gov).

***Electronic submission*.--**To the degree that it is possible and not overly burdensome, the Commission requests that responding firms submit their questionnaire responses electronically in MS Word format. The completion and receipt of questionnaire responses in the MS Word format allows the Commission to easily compile and analyze submitted data. There are three electronic submissions options detailed below. Paper and hardcopy submissions are also accepted.

INSTRUCTIONS--*Continued*

OPTIONS FOR FILING

This questionnaire is available as a "fillable" form in MS Word format on the Commission's website at **http://www.usitc.gov/trade_remedy/731_ad_701_cvd/investigations/2011/glycine/reviewphase.htm**. ***Please do not attempt to modify the format or permissions of the questionnaire document***. You may complete the questionnaire and submit it, electronically, or you may print it out and submit it in paper form, as described below:

1) **Upload via Secure Drop Box.--**Upload the completed questionnaire in MS Word format along with a scanned copy of the signed certification page (page 1) through the Commission's secure upload facility:

   Web address: https://dropbox.usitc.gov/oinv/

   Pin: OINV

2) **E-mail.--**E-mail the completed questionnaire to Stefania Pozzi Porter (stefania.pozziporter@usitc.gov) in MS Word format and include a scanned copy of the signed certification page (page 1).[1]

3) **Compact disc (CD).--**Copy or burn the completed questionnaires in MS Word format along with a scanned copy of the signed certification page (page 1), and mail the CD to the address below via overnight mail service (regular U.S. mail undergoes security treatments that often damage CDs).

4) **U.S. mail or overnight mail service.--**Mail to the following address:

   United States International Trade Commission
   Office of Investigations, Room 615
   500 E Street SW
   Washington, DC 20024 (overnight)
   Washington, DC 20436 (U.S. mail)

5) **Fax.--**Fax to 202.205.3205.

Note to parties.--If you are a party to the investigations, and service of the questionnaire(s) is required, such service should be made in paper form pursuant to the applicable Commission rules for the purposes of service. However, all parties are instructed to encourage their clients to complete the questionnaires electronically and to forward any electronically completed questionnaires in the underlying MS Word format to the Commission's Investigator (e-mail or upload) at the time of service.

[1] Please note that submitting your questionnaire by e-mail may subject your firm's business proprietary information to transmission over an unsecure environment and to possible disclosure. If you choose this option, the Commission warns you that any risk involving possible disclosure of such information is assumed by the submitter and not by the Commission.

DEFINITIONS

Glycine.--For purposes of this review, glycine, *a.k.a.* subject merchandise, is defined by the U.S. Department of Commerce as . . . *glycine, which is a free-flowing crystalline material, like salt or sugar. Glycine is produced at varying levels of purity and is used as a sweetener/taste enhancer, a buffering agent, reabsorbable amino acid, chemical intermediate, and a metal complexing agent. This order covers glycine of all purity levels. Glycine is currently classified under subheading 2922.49.4020 of the Harmonized Tariff Schedule of the United States ("HTSUS"). D(-)Phenylglycine Ethyl Dane Salt is outside the scope of the order. See Notice of Scope Rulings, 62 FR 62288 (November 21, 1997). Although the HTSUS subheading is provided for convenience and Customs purposes, the written description of the merchandise under the order is dispositive.*

Pharmaceutical-grade glycine **-** A white, odorless, crystalline powder with a sweet taste, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis), and with no more than 70 ppm chloride, no more than 65 ppm sulfate, and no more than 10 ppm heavy metals.

USP-grade glycine **-** A white, odorless, crystalline powder with a sweet taste, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis), and with no more than 70 ppm chloride, no more than 65 ppm sulfate, no more than 20 ppm heavy metals, and not otherwise qualifying as pharmaceutical-grade glycine.

Technical-grade glycine **-** A white, off-white, or slightly yellow crystalline powder, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis), with no more than 200 ppm sulfates, and not otherwise qualifying as USP-grade glycine.

Firm.--An individual proprietorship, partnership, joint venture, association, corporation (including any subsidiary corporation), business trust, cooperative, trustee in bankruptcy, or receiver under decree of any court.

Related firm.--A firm that your firm solely or jointly owned, managed, or otherwise controlled; a firm that solely or jointly owned, managed, or otherwise controlled your firm; and/or a firm that was solely or jointly owned, managed, or otherwise controlled by a firm that also solely or jointly owned, managed, or otherwise controlled your firm.

Establishment.--Each facility of a firm in China involved in the production of glycine (as defined above), including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

United States.--For purposes of this review, the 50 States, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia.

Importer.--Any person or firm engaged, either directly or through a parent company or subsidiary, in importing glycine (as defined above) into the United States from a foreign manufacturer or through its selling agent.

Average production capacity.--The level of production that your establishment(s) could reasonably have expected to attain during the specified periods. Assume normal operating conditions (i.e., using equipment

DEFINITIONS--*Continued*

and machinery in place and ready to operate; normal operating levels (hours per week/weeks per year) and time for downtime, maintenance, repair, and cleanup; and a typical or representative product mix).

Production.--All production in your establishment(s) in China, including production consumed internally within your firm.

Shipments.--Shipments of products produced in your establishment(s) in China.

> ***Shipment quantities***.—Quantities reported should be net of returns.
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> ***Shipment values***.—Values reported should be net values (i.e., gross sales values less all discounts, allowances, rebates, prepaid freight, and the value of returned goods) in U.S. dollars, f.o.b. your point of shipment in China.
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> ***Home market commercial shipments***.--Shipments, other than internal consumption and transfers to related firms, within China.
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> ***Home market internal consumption/transfers to related firms***.--Shipments made to related firms in **China**, including product consumed internally by your firm.
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> ***Export shipments***.--Shipments to destinations outside China, including shipments to related firms.

Inventories.--Finished goods inventory, not raw materials or work-in-progress.