



INSTRUCTION BOOKLET

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

**Solid Urea from Russia and Ukraine
Investigation Nos. 731-TA-340-E and H (Third Review)**

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

*Nathanael Comly, investigator (202-205-3174; E-mail nathanael.comly@usitc.gov)
regarding general questions and trade and related information; and*

*Samantha Warrington, economist (202-205-2088, E-mail samantha.warrington@usitc.gov)
regarding market related information.*

GENERAL INFORMATION

Background.-- On July 14, 1987, the Department of Commerce issued antidumping duty orders on imports of solid urea from the Union of Soviet Socialist Republics ("USSR") (52 FR 26367). On June 29, 1992, following the division of the USSR in December 1991 into 15 independent states, Commerce divided the original antidumping duty order on solid urea from the USSR into 15 orders applicable to each independent state (57 FR 28828). Following first five-year reviews by Commerce and the Commission, effective November 17, 1999, Commerce issued a continuation of the antidumping duty orders on imports of solid urea from Russia and Ukraine (64 FR 62653). Following second five-year reviews by Commerce and the Commission, effective January 5, 2006, Commerce issued a continuation of the antidumping duty orders on imports of solid urea from Russia and Ukraine (71 FR 581). On December 1, 2010, the Commission instituted reviews 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 orders would be likely to lead to continuation or recurrence of material injury to the domestic industry within a reasonably foreseeable time (75 F.R. 74746). Each order for which the Commission and Commerce make affirmative determinations will remain in place. If the Commission makes a negative determination on a particular order, the Department of Commerce will revoke that order.

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

Due date of questionnaire(s).-- Please submit the completed questionnaire(s) to the United States International Trade Commission so as to be received by no later than **August 5, 2011**. Because Commission staff might contact you with questions during the course of the proceeding, save the final version of the document(s) and retain all files and worksheets associated with the completed questionnaire(s). Please also retain a copy of any paper original document that you submit.

Service of questionnaire response(s).--In the event that your firm is a party to this proceeding, 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 proceeding 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 information is not readily available from your records in exactly the form requested, furnish carefully prepared estimates.** If your firm is completing more than one questionnaire in connection with this proceeding (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 Russia or Ukraine.--Report the requested data for your establishment(s) located in Russia or Ukraine. **Firms operating more than one establishment in a country 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 this proceeding are available online at the ITC web page or may be obtained directly from the Commission's Investigator, Nathanael Comly (nathanael.comly@usitc.gov, or 202-205-3174).

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 submission of questionnaire responses in the MS Word format allows the Commission to compile, assess, and analyze submitted data more promptly. There are three electronic submissions options detailed below. Paper submissions are also accepted.

INSTRUCTIONS--Continued

SUBMISSION OPTIONS

• **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:* UREA

• **E-mail.**—E-mail the completed questionnaire to Nathanael Comly (nathanael.comly@usitc.gov) in MS Word format and include a scanned copy of the signed certification page (page 1).¹

• **Compact disc (CD).**—Copy your questionnaire onto a CD, include a signed certification page (page 1) (either in paper form or scanned PDF copied onto CD), and mail to the address above. *It is strongly recommended that you use an **overnight mail service**. U.S. mail sent to government offices undergoes additional processing which not only results in substantial delays in delivery but may also damage CDs.*

• **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)**

• **Fax.**—Fax to 202.205.3205.

Note to parties: If you are a party to the proceeding, and service of the questionnaire 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 (email 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

Solid Urea.—A high-nitrogen content fertilizer which is produced by reacting ammonia with carbon dioxide, as covered by statistical reporting number 3102.10.0000 of the Harmonized Tariff Schedule of the United States (HTS). Solid urea is produced in both granular form (irregularly sized particles) and prilled form (spherical particles).

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 Russia or Ukraine involved in the production of solid urea (as defined above), including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

United States.--For purposes of this proceeding, 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 solid urea (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 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 Russia or Ukraine, including production consumed internally within your firm.

DEFINITIONS--Continued

Shipments--Shipments of products produced in your establishment(s) in Russia or Ukraine.

Shipment quantities.—Quantities reported should be net of returns.

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 Russia or Ukraine.

Home market commercial shipments.--Shipments, other than internal consumption and transfers to related firms, within Russia or Ukraine.

Home market internal consumption/transfers to related firms.--Shipments made to related firms in Russia or Ukraine, including product consumed internally by your firm.

Export shipments.--Shipments to destinations outside Russia or Ukraine, including shipments to related firms.

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