CFS-1100
(7-7-2011)

2012 Commodity Flow Survey

INSTRUCTION GUIDE

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

Contents:

Instructions for completing the Commodity Flow Survey also are available on our website at **http://bhs.econ.census.gov/bhs/cfs/index.html**. If you need to contact us by telephone, a representative will be glad to assist you. Call us at **1–800–772–7851**, option "3", between 8:30 a.m. and 5:00 p.m. Eastern time.

NOTICE :

U.S. DEPARTMENT OF TRANSPORTATION
Research and Innovative Technology Administration
BUREAU OF TRANSPORTATION STATISTICS

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Part I — Instructions for Completing Your Questionnaire

Item A: Verification of Shipping Address:

Check the box that correctly identifies if changes are necessary in the shipping address listed at the top of the form. If the shipping address is incorrect, make changes directly in the box at the top of the form. Shipping address is defined as the location from where shipments originate.

Item B: Mailing Address:

Check the box that correctly identifies the mailing address. If the shipping location can receive mail and has access to the information asked, then mark "yes" and skip to C.

Otherwise, if you prefer the questionnaire to be sent elsewhere, as in a headquarters or office building that handles the physical shipping location check "no" and use B(2) to enter proper mailing address.

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 and complete the Contact information, and then return the form to the Census Bureau in the envelope provided.

Item D(1): 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":

An outbound shipment is a movement of commodities from your establishment to another single location, in one trip. Single shipments may have multiple vehicles, such as unit trains or truck convoys. Commodities sent from your establishment on a vehicle with multiple destinations constitute multiple shipments. Each location on the route to which your commodities are delivered is considered one shipment.

"Commodities" refer to items that the establishment at this location produces, sells, or distributes, *not* to items that are considered waste-products (without value) 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.

Include:

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

Include only those shipments from the location specified in the 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).

Item D(2): 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 your 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 a sample of them in Item F. Using the table in E, the first column will be the number of outbound shipments you reported in D(1). The second column shows which shipments to report to create the sample for Item F.

When using the table in Item E to define your sample, you need to ensure that a full range of shipments is represented. In other words, if you have one shipment that makes up a large portion of the weekly shipment value, this can be added to, or substituted into, the sample. Also be sure the shipments reflect the full range of shipping activities, such as modes of transportation used, commodities or products shipped, and destinations.

A video of how to sample your shipments can be found at our website, http://bhs.econ.census.gov/bhs/cfs/index.html. If you have any more questions about the sampling process (or any part of the questionnaire) call us at 1-800-772-7851, from 8:30 am to 5:00 pm Eastern time.

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 http://bhs.econ. census.gov/bhs/cfs/index.html, or you may call us at 1–800–772–7851 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.

- **Temperature Controlled, Column (H) –** A temperature controlled shipment is defined as a shipment that is transported in a vehicle or container that has measures for regulating the temperature while en route (such as heating and refrigeration) or maintaining the temperature of the commodity at the time of loading (such as insulation). This excludes shipments of commodities that have temperature sensitivity without a means of controlling the temperature in the vehicle or container while in transport.

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

Item F									
SHIPMENT CHARACTERISTICS									
Line No. (A)	Your Shipment ID Number (B)	Shipment Date (C) Month / Day		Shipment Value (excluding shipping costs) in whole dollars. Estimates acceptable (D)	Net Shipment Weight **in pounds** (E)	SCTG commodity code from accompanying booklet (F)	Commodity Description (G)	Temperature Controlled (Y/N)? (H)	If a hazardous material, enter the "UN" or "NA" number (I)	Continue with column (J) on page 5
0	123-5	4	26	224,235	4,840	34520	Mechanical machinery	Y		→
00	402H	4	26	1,375	50,125	20222	Sulfuric acid	N	1830	→
1										→
2										→

Item F: Shipment Characteristics – Continued

- **U.S. Destination or U.S. Exit Port, Column (J)** – For domestic shipments, enter the city, state, and 5-digit ZIP Code of the buyer/receiver's **"ship to"** address as it appears on the shipping document. For the state portion, 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, the **port of exit** is the border crossing.

- **Mode(s) of Transport to U.S. Destination, Column (K)** – 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 (J)**). Codes are located on the bottom of pages 5 and 7 of the questionnaire. Enter all that apply in the sequence in which the mode is used. 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 the U.S. port, airport, or border crossing of exit.

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

- **Foreign Destination, Column (M)** – Only respond if answer in **Column (L)** is 'Y'. Make sure **Column (J)** and **Column (K)** only contain the domestic portion of the shipment (see above).

- **Export Mode, Column (N)** – Only respond if answer in **Column (L)** is 'Y'. 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.

U.S. Destination or U.S. Exit Port (Complete for all shipments) (J)			Mode(s) of transport to U.S. destination. **Enter all that apply in order used. Use codes at bottom.**	Export? (Y/N)?	Foreign Destination (for export shipments only) **Note:** In column (J) enter the U.S. port, airport, or border crossing of exit (M)		Export Mode
City	State	ZIP Code	(K)	(L)	City	Country	(N)
Los Angeles	CA	90040	2 , 4	Y	Beijing	China	6
Newark	NJ	07105	4	N			

Item H(1): Rush Deliveries

Check "yes" if any of the shipments reported in Item F required purchase of a faster level of service (e.g., same day/overnight, 2-3 business days, or faster service arrangement provided by hired carriers). If not, check "no" and skip to contact information.

Item H(2): Rush Deliveries

If "yes" in *H(1)* list the number of shipments reported in F that required the specific type of rush delivery services listed. Enter a number for each type of service.

Item G: Monthly Value of Outbound Shipments

Check the box that corresponds to the total value of all outbound shipments from this location for the most recently completed calendar month.

Contact

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

Remarks

Use this space to clarify your responses, if appropriate; or to note any critical business changes that have recently occurred or are forthcoming.

Part II — Mode of Transportation Definitions

Parcel delivery/Courier/U.S. Parcel Post – Includes ground and air shipments of packages and parcels that each weigh less than 100 pounds, and are transported by a for-hire carrier.

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.

Inland water – Barges, ships, or ferries operating primarily in navigable waters, both within and along the borders of the United States, such as:

- Rivers (examples: the Mississippi River and Saint Lawrence Seaway);
- Lakes (examples: the Great Lakes);
- Along the shoreline but actually in the ocean (examples: Intracoastal Waterway along the Atlantic and Gulf coasts and the Inside Passage of Alaska);
- Canals, harbors, major bays, and inlets.

Deep Sea – Barges, ships, or ferries operating primarily in the open waters of the ocean, outside the borders of the United States.

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 individual package shipped 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	Abbreviation	State	Abbreviation
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		