



**QUARTERLY SURVEY OF PLANT CAPACITY UTILIZATION**

The Census Bureau conducts the survey under the authority of Title 13 U.S.C., Section 8(b); 50 U.S.C., Section 98, et. seq; and 12 U.S.C., Section 244. By section 9 of Title 13 U.S.C., **YOUR REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

Public reporting burden for this collection of information is estimated to average 2 hours and 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**In correspondence pertaining to this report refer to the ID number (11 digits)**

**Mail your completed form to:**  
**U.S. CENSUS BUREAU**  
**1201 East 10th Street**  
**Jeffersonville, IN 47132-0001**  
**The fax number is:**  
**1-800-447-4613**

*Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.*

**INTERNET REPORTING – We encourage you to complete this survey online at: <https://econhelp.census.gov/pcu>**

**User ID:**  **Password:**

**Item 1 OPERATIONAL STATUS**

Mark (X) one box that best describes the status at the end of the quarter for the facility identified in the address box above.

- In operation
- Temporarily idle

Permanently ceased operations → Date closed: 

MM	YYYY
<input type="text"/>	<input type="text"/>

Sold or leased to another company → Date sold or leased: 

MM	YYYY
<input type="text"/>	<input type="text"/>

**SOLD OR LEASED TO** →

Name

Street

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

**CONTINUE WITH **Item 2** ON PAGE 2.**



**Item 2 VALUE OF PRODUCTION**

**A.** Report market value of **actual production** for the quarter.

**ACTUAL PRODUCTION** .....

\$Bil.	Mil.	Thou.
□ □	□ □ □ □	□ □ □
□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

**B.** Estimate the market value of production of this plant as if it had been operating at **full production capability** for the quarter.

Assume:

- only machinery and equipment **in place and ready to operate**.
- normal downtime.
- labor, materials, utilities, etc. **ARE FULLY AVAILABLE**.
- the number of shifts, hours of operation and overtime pay that can be **sustained** under **normal** conditions and a **realistic** work schedule in the long run.
- the **same product mix** as the actual production.

**FULL PRODUCTION CAPABILITY** .....

\$Bil.	Mil.	Thou.
□ □	□ □ □ □	□ □ □
□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □

**C.** Divide your **actual production** estimate by your **full production estimate**. Multiply this ratio by 100 to get a percentage. ....

**Capacity Utilization**

□ □ □ □ %
□ □ □ □ □ □

Is this a reasonable estimate of your utilization rate for this quarter?  Yes  No — Review item 2A and 2B

**Item 3 ACTUAL AND FULL PRODUCTION COMPARISONS**

**A. FULL PRODUCTION CAPABILITY: CURRENT QUARTER VS PREVIOUS QUARTER**

If your estimate of current quarter **full production capability** has changed compared to the previous quarter, mark (X) the primary reasons.

- |   |  |
|---|--|
| <input type="checkbox"/> Building capital expenditures  | <input type="checkbox"/> Change in method of operation                   |
| <input type="checkbox"/> Machinery capital expenditures — <i>Include new, replaced, or enhanced machinery</i> | <input type="checkbox"/> Change in product mix or product specifications |
| <input type="checkbox"/> Building retirements   | <input type="checkbox"/> Change in material input                        |
| <input type="checkbox"/> Machinery retirements  | <input type="checkbox"/> Other — <i>Specify</i> ↘                        |
| <input type="checkbox"/> Price changed but product mix is the same  | <div style="border: 1px solid black; width: 100%; height: 20px;"></div>  |
| <input type="checkbox"/> Revised estimation assumption with no change in plant or operations                  |  |

**B. ACTUAL OPERATIONS VS FULL PRODUCTION CAPABILITY**

If this plant's **actual** production in the current quarter was **less** than **full production capability**, mark (X) the primary reasons.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Not most profitable to operate at full production capability | <input type="checkbox"/> Lack of sufficient fuel or electric energy     | <input type="checkbox"/> Strike or work stoppage                        |
| <input type="checkbox"/> Insufficient supply of materials                             | <input type="checkbox"/> Equipment limitations                          | <input type="checkbox"/> Seasonal operations                            |
| <input type="checkbox"/> Insufficient orders  | <input type="checkbox"/> Storage limitations                            | <input type="checkbox"/> Environmental restrictions                     |
| <input type="checkbox"/> Insufficient supply of local labor force/skills              | <input type="checkbox"/> Logistics/transportation constraints           | <input type="checkbox"/> Other — <i>Specify</i> ↘                       |
|   | <input type="checkbox"/> Sufficient inventory of finished goods on hand | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |

**CONTINUE WITH Item 4 ON PAGE 3.**

**Item 4 WORK PATTERNS FOR THE QUARTER**

Report work patterns for **each shift of actual operations** in the quarter.

- If the plant did not operate a second or third shift, do not complete the corresponding columns.
- Complete ALL items for each shift reported.

		Shift 1	Shift 2	Shift 3
<b>A.</b> Days per week-in-operation. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>B.</b> Plant hours per week-in-operation. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>C.</b> Weeks-in-operation in the quarter. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>D.</b> Number of production workers in the 2nd week of the 2nd month of the quarter (including temporary workers). . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>E. Temporary</b> production workers <b>included</b> in line d (not on the payroll and hired through temporary agencies or as their own agent; see instructions). . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Item 5 NATIONAL EMERGENCY PRODUCTION**

**A.** Estimate the market value of production for this plant as if it had been operating under **national emergency** conditions for the quarter. . . . .

	\$Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assume:

- **full** use of **all** your machinery and equipment, including that requiring reconditioning.
- plant production **as close to 168 hours per week as possible**, including extra shifts.
- **minimal** downtime.
- funding, labor, materials, components, utilities, etc. **are fully available to you and your suppliers.**
- your product mix **is** permitted to change.
- you can sell **all** of your output.

**B.** If **actual** operations in the quarter were **less** than **national emergency production**, how quickly could the plant increase to the national emergency production level if given emergency priority by the government?

Mark (X) the shortest amount of time the plant would require.

Less than 3 months    
  3 to 6 months    
  7 to 12 months    
  More than one year

Remarks

**Item 6 PERSON TO BE CONTACTED REGARDING THIS REPORT – Print name, telephone number, and email.**

Name (Please print)		Area code	Number	Extension
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone →		<input type="text"/>		
Email		Area code	Number	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Fax →		<input type="text"/>		

**RETURN COMPLETED FORM TO**

**U.S. CENSUS BUREAU  
1201 EAST 10TH STREET  
JEFFERSONVILLE, IN 47131-0001**

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