

**QPC-E-CL**  
(10/07/2015)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**

Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

**A Message from the Director, U.S. Census Bureau:**

Your plant(s) has been selected to participate in the 2015 Quarterly Survey of Plant Capacity Utilization (QPC). The U.S. Census Bureau, in conjunction with the Federal Reserve Board (FRB) and the Defense Logistic Agency (DLA), is conducting this survey.

**Please report online, using the following information:**

The Census Bureau conducts the survey and requests your voluntary assistance under the authority of Title 13 U.S.C., Section 8(b); Title 50 U.S.C., Section 98, et. seq; and Title 12 U.S.C., Section 244. We estimate this survey to take 2 hours and 5 minutes to complete. On the back of this letter, you will find disclosure descriptions regarding Office of Management and Budget number; authority and confidentiality; and burden estimate statement.

**Beginning with this quarter, the QPC will be an electronic only survey. Online services, survey instructions, as well as FAQ's are available on the Business Help Site: <https://econhelp/census.gov/pcu>. We ask that you access, complete and submit your survey by the due date above. If you have additional questions, please call my staff on 1-800-201-4647, option 5.**

This survey measures changes in the use of production facilities. Government analysts use the estimates to develop monetary and fiscal policies and investment demands. In particular, the FRB will use these data to estimate monthly industrial production and assess change in industrial production and capacity and the DLA will use these data to assess readiness to meet demand for goods under selected national emergency scenarios.

Title 13 U.S.C., Section 9 also requires that we keep your answers strictly confidential. The information you provide may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in your files are immune from legal process.

Please utilize your business expertise and judgment in completing the survey. If actual data are not available, carefully prepared estimates are acceptable. Due to the nature of the questions asked, you may need to enlist the assistance of your plant manager. Use the 'Remarks' section to provide any needed explanations.

Thank you in advance for your cooperation in this important project. We appreciate your response.

Sincerely,

John H. Thompson  
Director

Enclosures

**OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0175 and appears at the upper right of the letter/login screen. Without this approval we could not conduct this survey.

**Authority and Confidentiality**

Title 13 U.S.C., Section 8(b); Title 50 U.S.C., Section 98, et seq; and Title 12 U.S.C., Section 244 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. By Section 9 of the same law, 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 of your report retained in your files are immune from legal process.

**Burden Estimate Statement**

We estimate this survey to take an average of 2 hours and 5 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0175, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-8K122, Washington, DC 20233. You may e-mail comments to [ECON.Survey.Comments@census.gov](mailto:ECON.Survey.Comments@census.gov). Be sure to use ECON Survey Comments 0607-0175 as the subject.