U.S. PURCHASERS' QUESTIONNAIRE

VERTICAL METAL FILE CABINETS FROM CHINA

This questionnaire must be received by the Commission by August 28, 2019

See last page for filing instructions.

The information called for in this questionnaire is for use by the United States International Trade Commission in connection with its countervailing duty and antidumping duty investigations concerning vertical metal file cabinets from China (Inv. Nos. 701-TA-623 and 731-TA-1449 (Final)). The information requested in the questionnaire is requested under the authority of the Tariff Act of 1930, title VII. This report is mandatory and failure to reply as directed can result in a subpoena or other order to compel the submission of records or information in your possession (19 U.S.C. § 1333(a)). Further information on this questionnaire can be obtained from Pamela Davis (202-205-2218, Pamela.davis@usitc.gov).

Name of firm

City					
City			State	Zip Code	-
Website _					-
•	•	imported for own u		MFCs (as defined on next page) from <u>any</u> sou	ce
□NO	(Sign the certi	fication below and p	romptly return only	this page of the questionnaire to the Commission)	
☐ YES	(Complete all	parts of the questior	nnaire, and return th	e entire questionnaire to the Commission)	
following I	ink: <u>https://dr</u>	opbox.usitc.gov/	oinv/. (PIN: FILE)	
edge and belief ting this certifi ation provided mmission on the undersigned, ac	and understand cation I also gr in this question c same or similar	I that the informater that the informater on the information of the in	tion submitted is the Commission, out this proceeding	stionnaire is complete and correct to the subject to audit and verification by the Com and its employees and contract personnel, ng in any other import-injury proceedings co	miss
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PART I.—GENERAL INFORMATION

<u>Background.</u>--This proceeding was instituted in response to a petition filed on April 30, 2019, by Hirsh Industries LLC, Des Moines, Iowa. Countervailing and antidumping duties may be assessed on the subject imports as a result of these proceedings if the Commission makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce ("Commerce") makes an affirmative determination of subsidization and/or dumping. Questionnaires and other information pertinent to this proceeding are available at:

https://www.usitc.gov/investigations/701731/2019/vertical metal file cabinets china/preliminary.htm

<u>Vertical metal file cabinets "VMFCs"</u> covered by these investigations are freestanding vertical metal file cabinets containing two or more extendable file storage elements and having an actual width of 25 inches or less.

The subject vertical metal file cabinets have bodies made of carbon and/or alloy steel and or other metals, regardless of whether painted, powder coated, or galvanized or otherwise coated for corrosion protection or aesthetic appearance. The subject vertical metal file cabinets must have two or more extendable elements for file storage (e.g., file drawers) of a height that permits hanging files of either letter (8.5" x 11") or legal (8.5" x 14") sized documents.

An "extendable element" is defined as a movable load-bearing storage component including, but not limited to, drawers and filing frames. Extendable elements typically have suspension systems, consisting of glide blocks or ball bearing glides, to facilitate opening and closing.

The subject vertical metal file cabinets typically come in models with two, three, four, or five-file drawers. The inclusion of one or more additional non-file-sized extendable storage elements, not sized for storage files (e.g., box or pencil drawers), does not remove an otherwise in-scope product from the scope as long as the combined height of the non-file-sized extendable storage elements does not exceed six inches. The inclusion of an integrated storage area that is not extendable (e.g., a cubby) and has an actual height of six inches or less, also does not remove a subject vertical metal file cabinet from the scope. Accessories packaged with a subject vertical file cabinet, such as separate printer stands or shelf kits that sit on top of the in-scope vertical file cabinet are not considered integrated storage.

"Freestanding" means the unit has a solid top and does not have an open top or a top with holes punched in it that would permit the unit to be attached to, hung from, or otherwise used to support a desktop or other work surface. The ability to anchor a vertical file cabinet to a wall for stability or to prevent it from tipping over does not exclude the unit from the scope.

The addition of mobility elements such as casters, wheels, or a dolly does not remove the product from the scope. Packaging a subject vertical metal file cabinet with other accessories, including, but not limited to, locks, leveling glides, caster kits, drawer accessories (e.g., including but not limited to follower wires, follower blocks, file compressors, hanger rails, pencil trays, and hanging file folders), printer stand, shelf kit and magnetic hooks, also does not remove the product from the scope. Vertical metal file cabinets are also in scope whether they are imported assembled or unassembled with all essential parts and components included.

Excluded from the scope are lateral metal file cabinets. Lateral metal file cabinets have a width that is greater than the body depth, and have a body with an actual width that is more than 25 inches wide.

Also excluded from the scope are pedestal file cabinets. Pedestal file cabinets are metal file cabinets with body depths that are greater than or equal to their width, are under 31 inches in actual height, and have the following characteristics: (1) an open top or other the means for the cabinet to be attached to or hung from a desktop or other work surface such as holes punched in the top (*i.e.*, not freestanding); or (2) freestanding file cabinets that have all of the following: (a) at least a 90 percent drawer extension for all extendable file storage elements; (b) a central locking system; (c) a minimum weight density of 9.5 lbs./cubic foot; and (d) casters or leveling glides.

"Percentage drawer extension" is defined as the drawer travel distance divided by the inside depth dimension of the drawer. Inside depth of drawer is measured from the inside of the drawer face to the inside face of the drawer back. Drawer extension is the distance the drawer travels from the closed position to the maximum travel position which is limited by the out stops. In situations where drawers do not include an outstop, the drawer is extended until the drawer back is 3-I/2 inches from the closed position of inside face of the drawer front. The "weight density" is calculated by dividing the cabinet's actual weight by its volume in cubic feet (the multiple of the product's actual width, depth, and height). A "central locking system" locks all drawers in a unit.

Also excluded from the scope are fire proof or fire-resistant file cabinets that meet Underwriters Laboratories (UL) fire protection standard 72, class 350, which covers the test procedures applicable to fire-resistant equipment intended to protect paper records.

The merchandise subject to the investigation is classified under Harmonized Tariff Schedule of the United States (HTSUS) subheading 9403.10.0020. The subject merchandise may also enter under HTSUS subheadings 9403.10.0040, 9403.20.0080, and 9403.20.0090. While HTSUS subheadings are provided for convenience and customs purposes, the written description of the scope of the investigation is dispositive.

<u>Purchaser</u>.--Any firm engaged, either directly or through a parent company or subsidiary, in purchasing VMFCs from another firm that produces, imports, or otherwise distributes VMFCs.

<u>Reporting of information</u>.--If information is not readily available from your records, provide carefully prepared estimates. If your firm is completing more than one questionnaire (i.e., a producer, importer, and/or purchaser questionnaire), you need not respond to duplicated questions.

<u>Confidentiality</u>.--The commercial and financial data furnished in response to this questionnaire 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, general 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.

<u>Verification</u>.--The information submitted in this questionnaire is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all files, worksheets, and supporting documents used in the preparation of the questionnaire response. Please also retain a copy of the final document that you submit.

<u>Release of information</u>.--The information provided by your firm in response to this questionnaire, as well as any other business proprietary information submitted by your firm to the Commission in connection with this proceeding, 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 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.

by this questionnaire, if	different from that listed on the	s of your U.S. establishment(s) covered cover page. Firms operating more than blishments into a single response.
	•	urchase of VMFCs, including auxiliary hysically separate from) such facilities.
OwnershipIs your firm	n owned, in whole or in part, by a	any other firm?
☐ No ☐ Yes-	-List the following information.	
Firm name	Address	Extent of ownership (percent)

No Yes	-List the following information.	
Firm name	Country	Affiliation
		i
oroduce VMFCs?	es your firm have any related fire	ns, either domestic or foreign, w
oroduce VMFCs?	es your firm have any related fire -List the following information.	ns, either domestic or foreign, w

PART II.--PURCHASES

<u>Contact information</u>.--Please identify the responsible individual and the manner by which Commission staff may contact that individual regarding the confidential information submitted in this questionnaire.

Name	
Title	
Email	
Telephone	

II-1. <u>Purchases and imports.--</u>Report <u>separately</u> your firm's domestic purchases and imports of VMFCs.

"Purchase" – Purchase from a U.S. entity such as a U.S. producer, a U.S. importer, or other U.S. firm.

"Import" – Purchase directly from a foreign supplier and your firm is the importer of record.

	2016	2017	2018	January-June 2019
Item		Quantity	(in units)	
Purchases of VMFCs produced in— United States				
China				
Mexico				
All other countries ¹				
Sources unknown ²				
Total purchases	0	0	0	0
Imports of VMFCs				
from— China				
Mexico				
All other countries ¹				
Total imports ³	0	0	0	0

¹ Please identify these countries:

² Please indicate the firm(s) from which you purchased this merchandise:

³ If your firm imported VMFCs at any time since January 1, 2016, please also complete and return a U.S. importers' questionnaire in this proceeding. It can be downloaded at:

II-2.	Changes in purchasing patternsPlease indicate how the shares of your firm's purchases of
	VMFCs from different sources have changed since January 1, 2016.

Source of purchases	Did not purchase	Decreased	Increased	Constant	Fluctuated	Explanation for trend
United States						
China						
Mexico						
All other countries						
Sources unknown						

II-3.	Major purchasing factors Please list, in order of their importance, the main factors your firm
	considers in deciding from whom to purchase VMFCs.

1.	
2.	
3.	
Please li	st any other factors that are very important in your purchase decisions:

II-4. <u>Country knowledge.</u>--Please indicate the countries of origin with which your firm has experience or information in the VMFCs market.

United States	China	Mexico	Other countries	Other countries (specify)

II-5. <u>Supplier identification</u>.--Please list your firm's <u>FIVE</u> largest suppliers for VMFCs since January 1, 2016. Also, provide the share of the quantity of your firm's total purchases of VMFCs that each of these suppliers accounted for in 2018.

No.	Supplier's name	City and state	Share of quantity of 2018 purchases
1			%
2			%
3			%
4			%
5			%

PART III.--MARKET CHARACTERISTICS AND PURCHASING PRACTICES

III-1.	Firm typeWhich of the following best describes your firm as a purchaser of VMFCs (check al
	that apply)?

End user	Retailer	Distributor	Other	Describe other

If your firm is a retailer or distributor of VMFCs, please answer questions III-2 and III-4.

III-2. <u>Competition for sales.</u>--Does your firm compete for sales to customers with the manufacturers or importers from which your firm purchases VMFCs?

No	Yes	If yes, please describe.

III-3.	Types of customersWhat are the major types of consumers to which your firm sells VM	IFCs ²

III-4. Substitutes

1.

2.

3.

(a) <u>Specific substitutes</u>.--Are these specific products considered as substitutes for VMFCs in the same end use(s)?

Specific	Are these considered substitutes in the market?		End use(s) in which this substitute is		Have changes in the price of this substitute affected the price of VMFCs?			
substitutes	No	Yes	us	ed		No	Yes	Explanation
Lateral metal file cabinets								
Pedestal metal file cabinets								
Filing cabinets not made of metal								
Desks or other office furniture with storage capacity								
Electronic document storage								
• •	ed for VM	FCs?	r products se fill out t		·	y listed in	part "a"	of this question be
	End	use in wh	ich this	Н		_	-	e of this substitute for VMFCs?
her substitutes		stitute is		No	Yes		Expl	anation

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Price

Competition

Other

III-5.	<u>Demand trends.</u> Indicate how demand within the United States and outside of the United
	States (if known) for VMFCs has changed since January 1, 2016. Explain any trends and describe
	the principal factors that have affected these changes in demand for your firm and the overall
	VMFCs market (e.g., general economic growth, office vacancy rates, etc.).

Mar	ket	Overa	_	Overall decrease	Fluctuate with no clear trend	Explanation and fact	ors
Within the United States		s 🗆					
Outside the U	Inited State	es 🗌					
III-6. <u>Digital file storage</u> Has the use of digital file storage affected overall demand for V January 1, 2016?						ted overall demand for VMF0	Cs since
	No	Yes	Please descri	be.			
III-7. <u>Internet sales.</u> Have internet sales affected price, competition, or other factors since 2016?						tion, or other factors since Ja	inuary 1,
	Factor	·	lo Yes	If yes, p	lease describe		
	1	1	1	1			1

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III-8.	Country preferencesDo you or your customers ever specifically order VMFCs from one
	country in particular over other possible sources of supply?

No	Yes	If yes, identify the countries and explain.

III-9. Importance of purchasing domestic product.--Please fill out the table below, estimating the percentage of your firm's total 2018 purchases of VMFCs that required VMFCs produced in the United States.

Item	Estimated percentage of your firm's total 2018 purchases of VMFCs
item	parchases of vivil cs
Purchases that did not require domestic product	%
Purchases that were required by law or regulation to be domestic product (e.g., government purchases under "Buy American" provisions)	%
Purchases that were not required by law or regulation, but were required by your customers to be domestic product	%
Purchases that were required to be domestic product for other reasons	
(explain:	%
Total (should sum to 100.0%)	0.0 %

III-10.	Conditions	of com	petition

(a)	the VMFCs market subject to business cycles (other than general economy-	wide
	onditions) and/or other conditions of competition distinctive to VMFCs?	

Check all that apply.			Please describe.		
	No		Skip to question III-11.		
	Yes-Business cycles (e.g. seasonal business)				
	Yes-Other distinctive conditions of competition				
(b) Have there been any changes in the business cycles or conditions of competition for VMFCs since January 1, 2016?					
No	Yes	If yes, describe	e.		

III-11. <u>Decisions based on producer and country-of-origin.</u>—How often does your firm, and if known, do your customers, make purchasing decisions involving VMFCs based on its producer or country of origin?

Item	Always	Usually	Sometimes	Never	If at least sometimes, explain.				
	Decision based on producer								
Your firm									
Your customers									
		Decis	ion based on c	ountry of	origin				
Your firm									
Your customers									

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III-12.	Availabilit 2016?	ty of supply.	Has th	e ava	ailability of VMFCs in the U.S. market changed	since January 1,
		ity in the U.S narket	S. No	Yes	Please explain, noting the countries and reachanges.	sons for the
	U.Sprod	luced produc	ct			
	Imports from China					
	Imports f	rom other				
III-13.	<u>Supply constraints.</u> Has any firm refused, declined, or been unable to supply your firm with VMFCs since January 1, 2016 (examples include placing customers on allocation or "controlled order entry," declining to accept new customers or renew existing customers, delivering less than the quantity promised, being unable to meet timely shipment commitments, etc.)?					or "controlled elivering less
	No	Yes If	f yes, ple	ease	describe.	

III-14. Availability of specific product types.--Are certain grades/types/sizes/features of VMFCs only

If yes, please identify the countries and the grade/type/size.

available from certain country sources?

Yes

No

U.S. Purchasers' Questionnaire – Vertical metal file cabinets (Final) Page 15 III-15. Purchasing frequency.--How frequently does your firm make purchases of VMFCs (check one)? (a) **Daily** Weekly Monthly Quarterly **Annually** Other If other, specify (b) Has this purchasing frequency changed since January 1, 2016? If yes, please describe. No Yes III-16. Raw material prices.— (a) Is your firm familiar with the prices for raw materials used in the production of VMFCs? No **Yes** – please answer (b) (b) Has information on raw material prices affected your firm's negotiations or contracts to purchase VMFCs since January 1, 2016? **Explain** No Yes

(a)	Has the implementation of tariff remedies in the section 301 investigation impact, or do you anticipate that it will impact, your firm's VMFCs business and/or the U.S. VMFCs market as a whole?						
	Yes—Please answe	er b and c.	No		Don't know		
(b)	Please indicate the in investigation and tari						
	Impact on	Overall Increase	No change	Overall Decrease	Fluctuate with no clear trend		
	and for VMFCs in the market						
	oly of VMFCs imported China in the U.S. ket						
from	oly of VMFCs imported sources other than a in the U.S. market						
	es for VMFCs in the market						
-	materials costs for Cs in the U.S. market						
(c)	Describe the impact of Please identify the main firm's operations/over	agnitude and t	iming of the repo	orted effects,	and compare your		

U.S. Pui	rchasers' (Question	naire – Vertical metal file cabinets (Final) Page 17					
III-18.	Number of suppliers contactedHow many suppliers does your firm generally contact before making a purchase? Between and firms							
III-19.	<u>Supplier negotiations.</u> Do your firm's purchases of VMFCs usually involve negotiations between supplier and purchaser?							
	No	Yes	If yes, explain the factors your firm generally negotiates and note whether your firm quotes competing prices during negotiations.					
III-20. Change in suppliersHas your firm changed suppliers since January 1, 2016?								
	No	Yes	If yes, please list the supplier(s), whether the firm was added or dropped, and the reasons for the change.					
III-21.			are you aware of any new suppliers, either foreign or domestic, that have et since January 1, 2016?					
	No	Yes	If yes, please identify the firms.					

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III-22.	Supplier qualificationDo you require your suppliers to be or to become certified or qualified
	to sell VMFCs to your firm?

If yes, provide the following information.

- The number of days to qualify a new supplier.
- A general description of the certification or qualification process. Also, a brief description of the factors that you consider when qualifying a new supplier (e.g., quality of product, reliability of supplier, etc.).

No	Number of days	Process and factors

III-23. <u>Failure to certify</u>.--Since January 1, 2016, have any domestic or foreign producers failed in their attempts to certify or qualify their VMFCs with your firm or have any producers lost their approved status?

No	If yes, please identify these firms, the countries where they are located, and the reasons why they failed the certification/qualification.

III-24. <u>Major purchasing factors.</u>--Please list, in order of their importance, the main factors your firm considers in deciding from whom to purchase VMFCs (examples include availability, extension of credit, contracts, price, quality, range of supplier's product line, traditional supplier, etc.).

1.	
2.	
3.	
Ple	ase list any other factors that are very important in your purchase decisions:

III-26.

III-25. <u>Purchasing factors.</u>--Please rate the importance of the following factors in your firm's purchasing decisions for VMFCs.

Factor	Very important	Somewhat important	Not important
Availability			
Color, finish, and design			
Delivery terms			
Delivery time			
Discounts offered			
Durability, sturdiness, and longevity			
Minimum quantity requirements			
Packaging			
Payment terms			
Price			
Product consistency			
Product depth			
Product range			
Quality meets industry standards			
Quality exceeds industry standards			
Reliability of supply			
Technical support/service			
U.S. transportation costs			

III-27.	Product characteristics. –

spe	nimum qualityHow ofte ecifications for your uses of Source ited States			Sometimes	Rarely or never	Don't know
spe	Source	or your custom	ners' uses?		Rarely or	Don't
	ecifications for your uses o	or your custom	ners' uses?		Rarely or	Don't
				owing countrie	es meet minim	num qualit
1						
(b) Please list firm-specific product characteristics or features (e.g., steel gauge or type of steel, color, finish, design, safety, etc.) of the VMFCs that would cause two products with similar dimensions to be purchased at different prices.						
(a)	Please list product characteristics or features (e.g., steel gauge or type of steel, color, finish, design, safety, etc.) that would cause your firm to purchase two products with similar dimensions at different prices.					

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III-29.	Frequency of decisions based on priceHow often does your firm purchase the VMFCs that ar
	offered at the lowest price?

Always	Usually	Sometimes	Never

III-30. <u>Price leaders.</u>--A price leader is defined as (1) one or more firms that initiate a price change, either upward or downward, that is followed by other firms, or (2) one or more firms that have a significant impact on prices. A price leader is not necessarily the lowest-priced supplier.

Please list the names of any firms you considered price leaders in the VMFCs market since January 1, 2016.

Firm(s)	Describe how the firm(s) exhibited price leadership	

III-31.	Durchasing subject	imports rather than	domestic products.—
III-31.	Purchasing subject	imports rather than	aomestic products.—

(a)	Since January 2016, did your firm import and/or purchase imports of VMFCs from China
	instead of purchasing U.Sproduced VMFCs?

	Yes	No
Source	(also respond to parts (b) and (c))	(If "No", skip to next question)
China		

(b) If you responded "Yes" to part (a), was the imported product priced lower than the domestic product?

Source	Yes	No
China		

(c) If you responded "Yes" to part (a), was price a primary reason for importing and/or purchasing subject imports rather than domestic product?

Source	Yes	If Yes, estimate the quantity of imports purchased and/or imported instead of domestic product since January 2016 (in units)	No	If No, please indicate the reason your firm imported and/or purchased imports instead of domestic product
China				

III-32. <u>U.S. producers and import competition.</u>—

(a) Since January 1, 2016, in connection with a sale or offer to sell VMFCs to your firm, did U.S. producers reduce their prices of domestically produced VMFCs in order to compete with lower-priced imports of VMFCs from China?

Source	Yes (also respond to question part (b))	No (If "No", skip to next question)	Don't know		
China					

(b) If your firm responded "yes", please provide an estimate of the reduction in U.S. producers' prices, and any additional explanations, such as timing (e.g., months/years), frequency of price reductions, or other market/competitive factors.

Source	Estimated reduction in U.S. prices (percent)	Additional explanation, including such information as timing (e.g., months/years), frequency of price reductions, or other market/competitive factors
China	%	

PART IV.—PRODUCT COMPARISONS

IV-1. <u>Interchangeability.--</u>Are VMFCs produced in the United States and in other countries interchangeable (i.e., can they physically be used in the same applications)?

Please indicate A, F, S, N, or 0 in the table below:

- A = the products from a specified country-pair are *always* interchangeable
- F = the products are *frequently* interchangeable
- S = the products are *sometimes* interchangeable
- N = the products are *never* interchangeable
- 0 = *no familiarity* with products from a specified country-pair

Country-pair	China	Mexico	Other countries			
United States						
China						
Mexico						

For any country-pair producing VMFCs which is *sometimes* or *never* interchangeable, please identify the country-pair and explain the factors that limit or preclude interchangeable use:

IV-2. **Factors other than price.**--Are differences other than price (e.g., quality, availability, transportation network, product range, technical support, *etc.*) between VMFCs produced in the United States and in other countries a significant factor in your firm's purchases of the products?

Please indicate A, F, S, N, or 0 in the table below:

A = such differences are *always* significant

F = such differences are *frequently* significant

S = such differences are *sometimes* significant

N = such differences are *never* significant

0 = *no familiarity* with products from a specified country-pair

Country-pair	China	Mexico	Other countries			
United States						
China						
Mexico						
For any country, noir for which forture other than price always or frequently are a significant						

For any country-pair for which factors other than price *always* or *frequently* are a significant factor in your firm's purchases of VMFCs, identify the country-pair and report the advantages or disadvantages imparted by such factors:

transportation costs than the second country.

IV-3. Factor country comparisons.--For the factors listed below, please rate how VMFCs produced in each country you identified in your response to the first question in Part IV compare with VMFCs produced in each of the other countries you identified. If you are unfamiliar with the product from a particular country, please leave the boxes for those country comparisons blank.

		Product from <u>United States</u> compared to product from <u>China</u>			Product from <u>United States</u> compared to product from <u>Other countries</u>			Product from <u>China</u> compared to product from <u>Other countries</u>			
Factor	Superior	Comparable	Inferior		Superior	Comparable	Inferior		Superior	Comparable	Inferior
Availability											
Color, finish, and design											
Delivery terms											
Delivery time											
Discounts offered											
Durability, sturdiness, and longevity											
Minimum quantity requirements											
Packaging											
Payment terms											
Price											
Product consistency											
Product depth											
Product range											
Quality meets industry standards											
Quality exceeds industry standards											
Reliability of supply											
Technical support/service											
U.S. transportation costs											

PART V.—ADDITIONAL INFORMATION

V-1.	for which a narrative response box was not provided, please note the question number and the explanation in the space provided below.

V-2. <u>OMB statistics.</u>--Please report the actual number of hours required and the cost to your firm of completing this questionnaire.

Hours	Dollars

The questions in this questionnaire have been reviewed with market participants to ensure that issues of concern are adequately addressed and that data requests are sufficient, meaningful, and as limited as possible. Public reporting burden for this questionnaire is estimated to average 25 hours per response, including the time for reviewing instructions, gathering data, and completing and reviewing the questionnaire.

We welcome comments regarding the accuracy of this burden estimate, suggestions for reducing the burden, and any suggestions for improving this questionnaire. Please attach such comments to your response or send to the Office of Investigations, USITC, 500 E St. SW, Washington, DC 20436.

HOW TO FILE YOUR QUESTIONNAIRE RESPONSE

This questionnaire is available as a "fillable" form in MS Word format on the Commission's website at:

https://www.usitc.gov/investigations/701731/2019/vertical_metal_file_cabinets_china/preliminary.htm

Please do not attempt to modify the format or permissions of the questionnaire document. Please submit the completed questionnaire using one of the methods noted below. If your firm is unable to complete the MS Word questionnaire or cannot use one of the electronic methods of submission, please contact the Commission for further instructions.

• <u>Upload via Secure Drop Box</u>.—Upload the MS Word questionnaire 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: FILE

• E-mail.—E-mail the MS Word questionnaire to pamela.davis@usitc.gov; include a scanned copy of the signed certification page (page 1). Submitters are strongly encouraged to encrypt nonpublic documents that are electronically transmitted to the Commission to protect your sensitive information from unauthorized disclosure. The USITC secure drop-box system and the Electronic Document Information System (EDIS) use Federal Information Processing Standards (FIPS) 140-2 cryptographic algorithms to encrypt data in transit. Submitting your nonpublic documents by a means that does not use these encryption algorithms (such as by email) may subject your firm's nonpublic information to unauthorized disclosure during transmission. If you choose a non-encrypted method of electronic transmission, the Commission warns you that the risk of such possible unauthorized disclosure is assumed by you and not by the Commission.

If your firm <u>does not </u>**purchase this product**, please fill out page 1, print, sign, and submit a scanned copy to the Commission.

<u>Parties to this proceeding</u>.—If your firm is a party to this proceeding, it is required to serve a copy of the completed questionnaire on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties may be obtained from the Commission's Secretary (202-205-1803). A certificate of service must accompany the completed questionnaire your firm submits (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.