U.S. PRODUCERS' QUESTIONNAIRE

GLYCINE FROM CHINA, INDIA, JAPAN AND THAILAND

This questionnaire must be received by the Commission by <u>April 11, 2018</u>

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 countervailing duty investigations concerning glycine and certain precursor products from China, India, and Thailand and in connection with antidumping investigations concerning glycine and certain precursor products from India, Japan and Thailand (Inv. No. 701-TA-603-605 and 731-TA-1413-1415 (Preliminary)). 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 firm's possession (19 U.S.C. § 1333(a)).

Name of firm

City			State	Z	Zip Code			
Website								
	oroduced or exp January 1, 2015	• ,	or certain precurs	or produ	ucts of glyo	ine (as defin	ed on next	t page) at
☐ NO	NO (Sign the certification below and promptly return only this page of the questionnaire to the Commission)							
YES	(Complete all p	arts of the questior	nnaire, and return t	he entire	e questionn	aire to the Co	ommission))
following lin	k: https://dro	pbox.usitc.gov/	<u>oinv/</u> . (PIN: GL)	YC)				
			CERTIFICATION					
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PART I.—GENERAL INFORMATION

<u>Background</u>.--This proceeding was instituted in response to a petition filed on March 28, 2018, by GEO Specialty Chemical, Lafayette, Indiana and Chattem Chemicals, Inc., Chattanooga, Tennessee. 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/701731/2018/glycine china india japan and thailand/preliminary.htm.

<u>Glycine</u> covered by this proceeding is glycine, which in its solid (i.e.,crystallized) form is a free-flowing crystalline material, like salt or sugar. Glycine is produced at varying levels of purity or grades. It is used as a sweetener/taste enhancer, buffering agent, cleaning and polishing agent, reabsorbable amino acid, chemical intermediate, metal complexing agent, and dietary supplement. It also has other pharmaceutical, industrial, medical and cosmetic applications. The scope of this proceeding covers glycine in any form and at any purity level or grade, regardless of additives. Glycine's chemical composition is C2H5NO2 and is classified, since July 1, 2017, under subheading 2922.49.43.00 of the Harmonized Tariff Schedule of the United States ("HTSUS"); before that date, it was classified under subheading 2922.49.40.20 of the HTSUS.

The scope of this proceeding also covers precursors of dried crystalline glycine, including, but not limited to, glycine slurry (i.e., glycine in a non-crystallized form), sodium glycinate and a non-reacted ammonia-monochloroacetic or chloroacetic acid mix. Glycine slurry is classified under the same HTSUS as crystallized glycine (2922.49.43.00 as of July 1, 2017, and 2922.49.40.20 before that date), sodium glycinate is classified under HTSUS 2922.49.80.00, and the non-reacted ammonia-monochloroacetic or chloroacetic acid mix has been classified under a number of HTS US 2922.49 subheadings.

Reporting of information.--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.

Release of information.--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. In addition, if your firm is a U.S. producer, the information you provide on your production and imports of glycine and your responses to the questions in Part I of the producer questionnaire will be provided to the U.S. Department of Commerce, upon its request, for use in connection with (and only in connection with) its requirement pursuant to section 702(c)(4)/732(c)(4) of the Act (19 U.S.C. § 1671a(c)(4)/1673a(c)(4)) to make a determination concerning the extent of industry support for the petition requesting this proceeding. Any information provided to Commerce will be transmitted under the confidentiality and release guidelines set forth above. Your response to these questions constitutes your consent that such information will be provided to Commerce under the conditions described above.

<u>D-GRIDS tool.</u>--The Commission has a tool that firms can use to move data from their own MS Excel compilation files into self-contained data tables within this MS Word questionnaire, thereby reducing the amount of cell-by-cell data entry that would be required to complete this form. This tool is a macroenabled MS Excel file available for download from the Commission's generic questionnaires webpage (https://www.usitc.gov/trade_remedy/question.htm) called the "D-GRIDs tool." Use of this tool to help your firm complete this questionnaire is *optional*. Firms opting to use the D-GRIDs tool to populate their data into this questionnaire will need the D-GRIDs specification sheet PDF file specific to this proceeding (available on the case page which is linked under the "Background" above) which includes the necessary references relating to this questionnaire, as well as the macro-enable MS Excel D-GRIDs tool itself from the generic questionnaires page. More detailed instructions on how to use the D-GRIDs tool are available within the D-GRIDs tool itself.

I-1a.	OMB statisticsPlease report below the actual number of hours required and the cost to you
	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 50 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.

I-1b.	TAA information release In the event that the U.S. International Trade Commission (USITC)
	makes an affirmative final determination in this proceeding, do you consent to the USITC's
	release of your contact information (company name, address, contact person, telephone
	number, email address) appearing on the front page of this questionnaire to the Departments of
	Commerce, Labor, and Agriculture, as applicable, so that your firm and its workers can be made
	eligible for benefits under the Trade Adjustment Assistance program?
	· · ·

Yes	∐ No
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I-2. <u>Establishments covered</u>.--Provide the city, state, zip code, and brief description of each establishment covered by this questionnaire. If your firm is publicly traded, please specify the stock exchange and trading symbol in the footnote to the table. Firms operating more than one establishment should combine the data for all establishments into a single report.

"<u>Establishment</u>"--Each facility of a firm involved in the <u>production</u> of glycine, including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

Establishments covered ¹	City, State	Zip (5 digit)	Description	
1				
2				
3				
4				
5				
6				
1 Additional discussion on establishments consolidated in this questionnaire:				

¹ Additional discussion on establishments consolidated in this questionnaire: _____.

ed, in whole or in the following info	part, by any other	firm? Extent cowners (percent)
he following info		Extent cowners
he following info		Extent cowners
he following info		Extent cowners
he following info		Extent cowners
he following info		Extent cowners
he following info		Extent cowners
Address		(percent
mporting glycine	from China, India, J	apan and Thailand i
he following info	rmation.	
1	nporting glycine ged in exporting	Does your firm have any related finporting glycine from China, India, Jed in exporting glycine from Chinane following information.

	ersDoes your firm have any related firms, either domestic or foreign, that are production of glycine?			
□ No □ Y	esList the following information.			
Firm name	Country	Affiliation		

PART II.--TRADE AND RELATED INFORMATION

Further information on this part of the questionnaire can be obtained from **Abu B. Kanu** (202-205-2597, abu.kanu@usitc.gov). **Supply all data requested on a <u>calendar-year</u> basis**.

II-1.			•	e individual and the manner by which ng the confidential information submitted
	Name			
	Title			
	Email			
	Telephone			

II-2. <u>Changes in operations.</u>—Please indicate whether your firm has experienced any of the following changes in relation to the production of glycine since January 1, 2015.

(check as many as appropriate)		(If checked, please describe; leave blank if not applicable)
	plant openings	
	plant closings	
	relocations	
	expansions	
	acquisitions	
	consolidations	
	prolonged shutdowns or production curtailments	
	revised labor agreements	
	other (e.g., technology)	

II-3a. <u>Production using same machinery.</u>--Please report your firm's production of products made on the same equipment and machinery used to produce glycine, and the combined production capacity on this shared equipment and machinery in the periods indicated.

"Overall production capacity" or "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).

Note.--If your firm does not produce any out-of-scope merchandise on the same machinery and equipment as scope merchandise (i.e., you have reported no data for "other products" in this question) then the "overall production capacity" numbers reported in this question should be exactly equal to the "average production capacity" numbers reported in question II-7. If, however, your firm does produce out-of-scope merchandise using the same machinery and equipment as scope mercandhise (i.e., you have reported data for "other products" in this question), then the "average production capacity" reported in question II-7 should exclude the portion of "overall production capacity" that was used to produce this out-of-scope merchandise (i.e., "average production capacity" in question II-7 should be smaller than "overall production capacity" in this question).

"Production" -- All production in your U.S. establishment(s), including production consumed internally within your firm and production for another firm under a toll agreement.

Quantity (in 1,000 pounds)				
	Calendar years			
Item	2015	2016	2017	
Overall production capacity				
Production of:				
Glycine ¹	0	0	0	
Other products ²				
Total	0	0	0	
¹ Data entered for production of glycine will populate here once reported in question II-7.				

II-3b. **Operating parameters.--**The production capacity reported in II-3a is based on the following operating parameters:

Hours per week	Weeks per year

² Please identify these products:

Productio	n constra	aintsPlease describe the constraint(s) that set the limit(s) on your firm's
productio	n capacit	y.
Product s	hifting —	
Product s	hifting.—	•
(i) Is	your firm	n able to switch production (capacity) between glycine and other products us
(i) Is	your firm	
(i) Is	your firm	n able to switch production (capacity) between glycine and other products us
(i) Is th	your firm	n able to switch production (capacity) between glycine and other products us equipment and/or labor? If yes—(i.e., have produced other products or are able to produce other
(i) Is th	your firm	n able to switch production (capacity) between glycine and other products us equipment and/or labor? If yes—(i.e., have produced other products or are able to produce other
(i) Is th	your firm ne same e Yes	n able to switch production (capacity) between glycine and other products us equipment and/or labor? If yes—(i.e., have produced other products or are able to produce other

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II-4.	TollingSince January 1, 2015, has your firm been involved in a toll agreement regarding the
	production of glycine?

"Toll agreement"--Agreement between two firms whereby the first firm furnishes the raw materials and the second firm uses the raw materials to produce a product that it then returns to the first firm with a charge for processing costs, overhead, etc.

No	Yes	If yes Please describe the toll arrangement(s) and name the firm(s) involved.

II-5. Foreign trade zones.--

(a) <u>Firm's FTZ operations</u>.--Does your firm produce glycine in and/or admit glycine into a foreign trade zone (FTZ)?

"Foreign trade zone" is a designated location in the United States where firms utilize special procedures that allow delayed or reduced customs duty payments on foreign merchandise. A foreign trade zone must be designed as such pursuant to the rules and procedures set forth in the Foreign-Trade Zones Act.

No	If yes Describe the nature of your firms operations in FTZs and identify the specific FTZ site(s).

(b) Other firms' FTZ operations.--To your knowledge, do any firms in the United States import glycine into a foreign trade zone (FTZ) for use in distribution of glycine and/or the production of downstream articles?

No	Yes	If yesIdentify the firms and the FTZs.

II-6. <u>Importer</u>.--Since January 1, 2015, has your firm imported glycine?

"Importer" – The person or firm primarily liable for the payment of any duties on the merchandise, or an authorized agent acting on his behalf. The importer may be the consignee, or the importer of record.

No	Yes	
		If yes <u>COMPLETE AND RETURN A U.S. IMPORTERS' QUESTIONNAIRE</u>

- II-7. <u>Production, shipment, and inventory data</u>.--Report your firm's production capacity, production, shipments, and inventories related to the production of glycine in its U.S. establishment(s) during the specified periods.
 - "Average production capacity" or "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 U.S. establishment(s), including production consumed internally within your firm and production for another firm under a toll agreement.
 - "Commercial U.S. shipments" Shipments made within the United States as a result of an arm's length commercial transaction in the ordinary course of business. Report <u>net values</u> (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.
 - "Internal consumption" Product consumed internally by your firm. Such transactions are valued at fair market value.
 - "Transfers to related firms" Shipments made to related domestic firms. Such transactions are valued at fair market value.
 - "Related firm" —A firm that your firm solely or jointly owns, manages, or otherwise controls.
 - "Export shipments" Shipments to destinations outside the United States, including shipments to related firms.
 - "Inventories" Finished goods inventory, not raw materials or work-in-progress.

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the trade data, as Commission staff may contact your firm regarding questions on the trade data. The Commission may also request that your company submit copies of the supporting documents/records (such as production and sales schedules, inventory records, etc.) used to compile these data.

II-7. Production, shipment, and inventory data.--Continued

Quantity (in 1,000 pounds) and value (in \$1,000)				
		Calendar years		
Item	2015	2016	2017	
Average production capacity ¹ (quantity) (A)				
Beginning-of-period inventories (quantity) (B)				
Production (quantity) Using HCN process (C)				
Using MCA process (D)				
Total production (E)	0	0	0	
U.S. shipments: Commercial shipments: Quantity (F) Value (G) Internal consumption: Quantity (H) Value (I) Transfers to related firms: Quantity (J) Value (K) Export shipments: Quantity (L)				
Value (M)				
End-of-period inventories (quantity) (N)				
¹ The production capacity reported is based on or Please describe the methodology used to calculate capacity ² Internal consumption and transfers to related a different basis for valuing these transactions, ple (however, provide the data above at fair market valuentify your firm's principal export markets:	e production capacity, firms must be valued ase specify that basis	and explain any chan at fair market value.	ges in reported Does your firm use	

<u>RECONCILIATION OF SHIPMENTS, PRODUCTION, AND INVENTORY.</u>—Generally, the data reported for the end-of-period inventories (i.e., line N) should be equal to the beginning-of-period inventories (i.e., line B), plus production (i.e., lines C and D), less total shipments (i.e., lines F, H, J and L). Please ensure that any differences are not due to data entry errors in completing this form, but rather reflect your firm's actual records; and, also provide explanations for any differences (e.g., theft, loss, damage, record systems issues, etc.) if they exist.

	Calendar years		
Reconciliation	2015	2016	2017
B + C + D - F - H - J - L - N = should equal			
zero ("0") or provide an explanation.1	0	0	0

¹ Explanation if the calculated fields above are returning values other than zero (i.e., "0") but are nonetheless accurate:_____.

II-8. <u>Channels of distribution</u>.--Report your firm's commercial U.S. shipments by channel of distribution during the specified periods.

Quantity (in 1,000 pounds)				
	Calendar years			
Item	Item 2015 2016 2017			
Channels of distribution: Commercial U.S. shipments: To distributors (O)				
To end users (P)				

<u>RECONCILIATION OF CHANNELS</u>.--Please ensure that the quantities reported for channels of distribution (i.e., lines O and P) in each time period equal the quantity reported for commercial U.S. shipments (i.e., line F) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

		Calendar years	
Reconciliation	2015	2016	2017
O + P - F = zero ("0"), if not revise.	0	0	0

II-9. <u>US shipments by product type</u>.--Report your firm's U.S. shipments (i.e., inclusive of commercial U.S. shipments, internal consumption, and transfers to related firms) by product type during the specified periods.

Quantity (in 1,000 pounds)				
		Calendar years		
Item	2015	2016	2017	
U.S. shipments:				
Technical grade glycine:				
Quantity (Q)				
Value (R)				
USP grade glycine:				
Quantity (S)				
Value (T)				
Pharmaceutical grade glycine, not injectable: Quantity (U)				
Value (V)				
Pharmaceutical grade glycine, injectable: Quantity (W)				
Value (X)				
Other grades of glycine and/or in-scope glycine precursor products ¹ : Quantity (Y)				
Value (Z)				

¹In-scope precursors of dried crystalline glycine include glycine slurry (i.e., glycine in a non-crystallized form), sodium glycinate and a non-reacted ammonia-monochloroacetic or chloroaectic acid mix.

<u>RECONCILIATION OF SHIPMENTS</u>.--Please ensure that the quantities and values reported for US shipments by product type (i.e., lines Q through Z) in each time period equal the quantities and values reported for U.S. shipments (i.e., lines F through K) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

		Calendar years	
Reconciliation	2015	2016	2017
Quantity: $Q + S + U + W + Y - F - H - J = zero$			
("0"), if not revise.	0	0	0
Value: R + T + V + X + Z– G – I – K = zero			
("0"), if not revise.	0	0	0

II-10. **Employment data**.--Report your firm's employment-related data related to the production of glycine and provide an explanation for any trends in these data.

"Production and Related Workers" (PRWs) includes working supervisors and all nonsupervisory workers (including group leaders and trainees) engaged in fabricating, processing, assembling, inspecting, receiving, storage, handling, packing, warehousing, shipping, trucking, hauling, maintenance, repair, janitorial and guard services, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with the above production operations.

Average number employed may be computed by adding the number of employees, both full time and part time, for the 12 pay periods ending closest to the 15th of the month and divide that total by 12.

"Hours worked" includes time paid for sick leave, holidays, and vacation time. Include overtime hours actually worked; do not convert overtime pay to its equivalent in straight time hours.

"Wages paid" – Total wages paid before deductions of any kind (e.g., withholding taxes, old-age and unemployment insurance, group insurance, union dues, bonds, etc.). Include wages paid directly by your firm for overtime, holidays, vacations, and sick leave.

	Calendar years		
Item	2015	2016	2017
Average number of PRWs (number)			
Hours worked by PRWs (1,000 hours)			
Wages paid to PRWs (\$1,000)			

l1.	Related firmsIf your firm reported transfers to related firms in question II-7, please indicate the nature of the relationship between your firm and the related firms (e.g., joint venture, wholly owned subsidiary), whether the transfers were priced at market value or by a non-market formula, whether your firm retained marketing rights to all transfers, and whether the
	related firms also processed inputs from sources other than your firm.

No

product: ___

Yes

II-12.	Purchases Other than imports, has your firm otherwise purchased glycine since January 1,
	2015?

"Purchase" – A transaction to buy product from a U.S. corporate entity such as another U.S. producer, a U.S. distributor, or a U.S. firm that has directly imported the product.

"Import" –A transaction to buy from a foreign supplier where your firm is the importer of record.

firms' purchases:

If yes-- Report such purchases below and explain the reasons for your

	1				
		(Quantity in 1,000	pounds)	
				Calendar years	
Item			2015	2016	2017
Purchase of glycine China		5. importers ¹			
India					
Japan					
Thailand					
All other sources					
Purchase producer	es from do	mestic			
Purchase	s from oth	ner sources ²			

¹ Please list the name of the importer(s) from which your firm purchased this product. If your firm's

² Please list the name of the producer(s) or U.S. distributor(s) from which your firm purchased this

II-13.	Other explanationsIf your firm would like to further explain a response to a question in Part II that did not provide a narrative box, please note the question number and the explanation in the space provided below. Please also use this space to highlight any issues your firm had in providing the data in this section, including but not limited to technical issues with the MS Word questionnaire.

import suppliers differ by source, please identify the source for each listed supplier:

PART III.--FINANCIAL INFORMATION

Address questions on this part of the questionnaire to Jennifer Brinckhaus (202-205-3188, jennifer.brinckhaus@usitc.gov).

	<u>mation</u> Please identify the responsible individual and the manner by which taff may contact that individual regarding the confidential information submitted
in part III.	
Name	
Title	
Email	
Telephone	
	rstemBriefly describe your firm's financial accounting system.
A.	When does your firm's fiscal year end (month and day)? If your firm's fiscal year changed during the data-collection period, explain below:
	NotePlease note that we are requesting that firms report their financial data on a calendar year basis.
B.1.	Describe the lowest level of operations (e.g., plant, division, company-wide) for which financial statements are prepared that include glycine:
2.	Does your firm prepare profit/loss statements for glycine:
3.	How often did your firm (or parent company) prepare financial statements (including annual reports, 10Ks)? Please check relevant items below.
	Audited, unaudited, annual reports, 10Ks, 10 Qs, Monthly, quarterly, semi-annually, annually

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the financial data, as Commission staff may contact your firm regarding questions on the financial data. The Commission may also request that your company submit copies of the supporting documents/records (financial statements, including internal profit-and-loss statements for the division or product group that includes glycine, as well as specific statements and worksheets) used to compile these data.

Allocation basis - Printly describe the allocation basis used in III	
<u>Allocation basis.</u> Briefly describe the allocation basis used in III and interest expense and other income.	I-9c for reported COGS, 9
<u>Product listing</u> Please list the products your firm produced in	the facilities in which vo
produced glycine, and provide the share of net sales accounted	•
produced glycine, and provide the share of net sales accounted Products	•
	for by these products in
Products	Share of sales
Products	Share of sales %
Products	Share of sales %

III-7.	<u>Inputs from related suppliers.</u> Please identify the inputs used in the production of glycine that
	your firm purchases from related suppliers and that are reflected in question III-9c. For "Share
	of total COGS" please report this information by relevant input on the basis of your most
	recently completed calendar year. For "Input valuation" please describe the basis, as recorded
	in your company's own accounting system, of the purchase cost from the related supplier; e.g.,
	the related supplier's actual cost, cost plus, negotiated transfer price to approximate fair market
	value.

Input	Related supplier	Share of total COGS in 2017
		%
		%
		%
		%
=	nod used (e.g., the related supplier's a ransfer price to approximate FMV, etc	

III-8. <u>Inputs purchased from related suppliers.</u>--Please confirm that the inputs purchased from related suppliers, as identified in III-7, were reported in III-9c (financial results on glycine) in a manner consistent with your firm's accounting books and records.

Yes	If noPlease report the valuation basis of inputs purchased from related suppliers as reported in question III-9c.

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III-9a. **By-products**.--Does your firm have any by-product sales revenue associated with its glycine operations? If yes,

No	If yes, identify the by-product(s) in the space below, and complete table III-9b. If no, please continue to question III-9c.

III-9b. <u>By-product revenue</u>.--Report your firm's total by-product sales revenue, net of relevant processing costs, associated with the glycine operations of your U.S. establishment(s). Provide data on a calendar year basis. **Note: the data provided below will appear in question III-9c as a reduction to COGS.**

Value (in \$1,000)			
		Calendar years	
Item	2015	2016	2017
By-product sales revenue ¹			

¹ Please describe how your firm classifies these by-product revenues in the normal course of business (e.g., included in net sales values, as a reduction to COGS, included in "all other income"). _____

III-9c. Operations on glycine.--Report the revenue and related cost information requested below on the glycine operations of your firm's U.S. establishment(s). Do not report resales of products. Note that internal consumption and transfers to related firms must be valued at fair market value. Input purchases from related suppliers should be consistent with and based on information in the firm's accounting books and records. Provide data for your firm on a calendar year basis.

Quantity (1	,000 pounds) and value (in \$1		
	Calendar years		
Item	2015	2016	2017
Net sales quantities: ²			
Commercial sales ("CS")			
Internal consumption ("IC")			
Transfers to related firms ("Transfers")			
Total net sales quantities	0	0	C
Net sales values: ² Commercial sales			
Internal consumption			
Transfers to related firms			
Total net sales values	0	0	C
Cost of goods sold (COGS): ³ Raw materials			
Direct labor			
Other factory costs			
Less: by-product revenue	0	0	C
Total COGS	0	0	C
Gross profit or (loss)	0	0	C
Selling, general, and administrative (SG&A) expenses: Selling expenses			
General and administrative expenses			
Total SG&A expenses	0	0	0
Operating income (loss)	0	0	0
Other expenses and income: Interest expense			
All other expense items			
All other income items			
Net income or (loss) before income taxes	0	0	С
Depreciation/amortization included above			

¹ Include only sales (whether <u>domestic or export</u>) and costs related to your <u>U.S. manufacturing operations</u>.

Note -- The table above contains calculations that will appear when you have entered data in the MS Word form fields.

² Less discounts, returns, allowances, and prepaid freight. The quantities and values should approximate the corresponding shipment quantities and values reported in Part II of this questionnaire.

³ COGS (whether for domestic or export sales) should include <u>costs associated with CS, IC, and Transfers.</u>

III-9d. Raw materials for producers using the Strecker amino acid synthesis (HCN) process.--If your firm produces glycine using the Strecker amino acid synthesis process, please report the share of total raw material costs in 2017 (reported in III-9c) for the following raw material inputs:

		Procureme	ent method
Input	Share of total raw material costs (percent)	Primarily produced by your firm	Primarily purchased by your firm
Formaldehyde			
Hydrogen cyanide			
Ammonia			
Other material inputs ¹			
Total (should sum to 100 percent)	0.0		
¹ Please indicate any other notable "othe the share of the total raw material costs that		ssly identified abo	ve and provide

III-9e. Raw materials for producers using the monochloroacetic acid (MCA) process.--If your firm produces glycine using the monochloroacetic acid process, please report the share of total raw material costs in 2017 (reported in III-9c) for the following raw material inputs:

		Procureme	ent method
Input	Share of total raw material costs (percent)	Primarily produced by your firm	Primarily purchased by your firm
Ammonia			
Monochloroacetic acid			
Hexamethylenetetramine or other catalyst(s)			
Other material inputs ¹			
Total (should sum to 100 percent)	0.0		

¹ Please indicate any other notable "other" raw materials not expressly identified above and provide the share of the total raw material costs that they account for:

II-9f.	quantitie and net i items. Do	I data reconciliationThe calculable line items from question III-9c (i.e., total net sales es and values, total COGS, gross profit (or loss), total SG&A, operating income (or loss), income (or loss)) have been calculated from the data submitted in the other line o the calculated fields return the correct data according to your firm's financial records non-material differences that may arise due to rounding?
	Yes	NoIf the calculated fields do not show the correct data, please double check the feeder data for data entry errors and revise.
		Also, check signs accorded to the post operating income line items; the two expense line items should report positive numbers (i.e., expenses are positive and incomes or reversals are negativeinstances of the latter should be rare in those lines) while the income line item also in most instances should have its value be a positive number (i.e., income is positive, expenses or reversals are negative).
		If after reviewing and potentially revising the feeder data your firm has provided, the differences between your records and the calculated fields persist please identify and discuss the differences in the space below.

III-10. Nonrecurring items (charges and gains) included in the subject product financial results.--For each annual and interim period for which financial results are reported in question III-9c, please specify all material (significant) nonrecurring items (charges and gains) in the schedule below, the specific question III-9c line item where the nonrecurring items are included, a brief description of the relevant nonrecurring items, and the associated values (in \$1,000), as reflected in question III-9c; i.e., if an aggregate nonrecurring item has been allocated to question III-9c, only the allocated value amount included in question III-9c should be reported in the schedule below. Note: The Commission's objective here is to gather information only on material (significant) nonrecurring items which impacted the reported financial results of the subject product in question III-9c.

		Calendar years	
	2015	2016	2017
Nonrecurring item: In this column please provide a brief description of each nonrecurring item and indicate the specific line item in table III-9c where the nonrecurring item is classified.	Nonrecurring item: In these columns please report the amount of the relevant nonrecurring item reported in question III-9c. Value (\$1,000)		
1. , classified as			
2. , classified as			
3. , classified as			
4. , classified as			
5. , classified as			
6. , classified as			
7. , classified as			

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III-11.	Classification of identified nonrecurring items (charges and gains) in the accounting books and
	records of the companyIf non-recurring items were reported in question III-10 above, please
	identify where your company recorded these items in your accounting books and records in the normal course of business; i.e., just as responses to question III-10 identify where these items
	are reported in question III-9c.

III-12. <u>Asset values</u>.--Report the <u>total</u> assets (i.e., both current and long-term assets) associated with the production, warehousing, and sale of glycine. If your firm does not maintain some or all of the specific asset information necessary to calculate total assets for glycine in the normal course of business, please estimate this information based upon a method (such as production, sales, or costs) that is consistent with relevant cost allocations in question III-9c. Provide data on a calendar year basis.

Note: Total assets should reflect <u>net assets</u> after any accumulated depreciation and allowances deducted.

Total assets should be <u>allocated to the subject products</u> if these assets are also related to other products. Please provide a <u>brief explanation if there are any substantial changes</u> in total asset value during the period; e.g., due to asset write-offs, revaluation, and major purchases.

Value (<i>in \$1,000</i>)				
	Calendar years			
Item	2017			
Total assets (net) ¹				
¹ Describe				

III-13. Capital expenditures and research and development expenses.--Report your firm's capital expenditures and research and development expenses for glycine. Provide data for your firm on a calendar year basis.

Value (<i>in \$1,000</i>)					
Calendar years					
Item	2015	2016	2017		
Capital expenditures ¹					
Research and development expenses ²					

¹ Please describe the nature, focus, and significance of your firm's capital expenditures on the subject product.

² Please describe the nature, focus, and significance of your firm's R&D expenses related to subject product.

III-14.	Data consistency and reconciliationPlease confirm that your firm's financial data for
	questions III-9c, 12, and 13 are based on a calendar year:

Calendar year	Fiscal year	Specify fiscal year

Please note the quantities and values reported in question III-9c should reconcile with the data reported in question II-7 (including export shipments) as long as they are reported on the same calendar year basis.

<u>RECONCILIATION OF TRADE VS FINANCIAL DATA</u>.--Please ensure that the quantities and values reported for total shipments in part II equal the quantities and values reported for total net sales in part III of this questionnaire in each time period unless the financial data from part III are reported on a fiscal year basis, in which case only the interim periods must reconcile. If the calculated fields below return values other than zero (i.e., "0") and both are being reported on a calendar basis, please explain the discrepancy below.

	Full year data				
Reconciliation	2015	2016	2017		
Quantity: Trade data from question II-7 (lines F, H, J, and L) less financial total net sales quantity data from question III-9c, = zero ("0").	0	0	0		
Value: Trade data from question II-7 (lines G, I, K, and M) less financial total net sales value data from question III-9c, = zero ("0").	0	0	0		

Do these data in question III-9c reconcile with data in question II-7?

Yes	No	If no, please explain.

If your responses to any of the items in questions III-15, III-16, and III-17 differ by country, please describe these differences and, as applicable, indicate which country or countries your response refers to in the relevant form fields.

II-15.	negativ	gative effects on its return on investment or the scale of capital investments as a result of ports of glycine from China, India, Japan, and Thailand?					
	☐ No		enced actual negative effects as follows:				
		(please describe)					
			Cancellation, postponement, or rejection of expansion projects				
			Denial or rejection of investment proposal				
			Reduction in the size of capital investments				
			Return on specific investments negatively impacted				
			Other				

III-16.	Effects of imports on growth and developmentSince January 1, 2015, has your firm experienced any actual negative effects on its growth, ability to raise capital, or existing development and production efforts (including efforts to develop a derivative or more advanced version of the product) as a result of imports of glycine from China, India, Japan, and Thailand?				
	☐ No			YesMy firm has experi	enced actual negative effects as follows:
		(cł	neck as i	many as appropriate)	(please describe)
			Rejecti	ion of bank loans	
			Loweri	ing of credit rating	
				m related to the issue	
			Ability	to service debt	
			Other		
III-17.				of importsDoes your India, Japan, and Thaila	firm anticipate any negative effects due to imports of nd?
	No		Yes	If yes, my firm anticip	ates negative effects as follows:
III-18.	Other explanationsIf your firm would like to further explain a response to a question in P that did not provide a narrative box, please note the question number and the explanation the space provided below. Please also use this space to highlight any issues your firm had in providing the data in this section, including but not limited to technical issues with the MS valuestionnaire.			note the question number and the explanation in this space to highlight any issues your firm had in	

PART IV.--PRICING AND MARKET FACTORS

Further information on this part of the questionnaire can be obtained from Lauren Gamache (<u>lauren.gamache@usitc.gov</u>, 202-205-3489).

IV-1. <u>Contact information</u>.--Please identify the individual that Commission staff may contact regarding the confidential information submitted in part IV.

Name	
Title	
Email	
Telephone	

PRICE DATA

- IV-2. This question requests quarterly quantity and value data for your firm's commercial shipments to unrelated U.S. customers since January 1, 2015 of the following products produced by your firm.
 - <u>Product 1</u>.--Pharmaceutical-grade glycine -- a white, odorless, crystalline powder with a sweet taste, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis), and \leq 7ppm chloride, \leq 65 ppm sulfate, and \leq 1 ppm heavy metals.
 - <u>Product 2</u>.--USP-grade glycine -- a white, odorless, crystalline powder with a sweet taste, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis) and \leq 70 ppm chloride, \leq 65 ppm sulfate, \leq 20 ppm heavy metals, and not otherwise qualifying as pharmaceutical-grade glycine.
 - <u>Product 3.</u>--Technical-grade glycine -- a white, off-white, or slightly yellow crystalline powder, having an assay (glycine content) of 98.5 percent to 101.5 percent (dry basis), with maximum chlorides of 0.4 percent, and not otherwise qualifying as USP-grade glycine.

Please note that values should be <u>f.o.b.</u>, <u>U.S.</u> point of shipment and should not include U.S.-inland transportation costs. Values should reflect the *final net* amount paid to your firm (i.e., should be net of all deductions for discounts or rebates).

IV-2 (a). During January 2015-December 2017, did your firm produce and sell to unrelated U.S. customers any of the above listed products (or any products that were competitive with these products)?

YesPlease complete the following pricing data table as appropriate.
NoSkip to question IV-3.

Product 2: Product 3:

IV-2(b). <u>Price data</u>.--Report below the quarterly price data¹ for pricing products² produced and sold by your firm.

Report data in *pounds* and *actual dollars* (not 1,000s).

		(Quantity in p	ounds, value in do	ollars)		
	Prod	uct 1	Prod	luct 2	Produ	uct 3
Period of shipment	Quantity	Value	Quantity	Value	Quantity	Value
2015:						
January-March						
April-June						
July-September						
October-December						
2016:						
January-March						
April-June						
July-September						
October-December						
2017:						
January-March						
April-June						
July-September						
October-December						
¹ Net values (i.e., gros f.o.b. your firm's U.S. poin ² Pricing product defir	t of shipment.			, prepaid freight,	and the value of re	eturned goods),
Note -If your firm's produ provide a description of yo		•	•	•	•	•
Product 1:						

IV-2 (c). Price data	checklistPlease check that the pricing data in question IV-2(b) has because the check that the pricing data in question IV-2(b) has because the checklist.	een correctly
reported.		

Is the price data reported above:	√ if Yes
In actual dollars (not \$1,000)?	
F.o.b. U.S. point of shipment (i.e., does not include U.S. transport costs)?	
Net of all discounts and rebates?	
Have returns credited to the quarter in which the sale occurred?	
Less than reported commercial shipments in question II-7 in each year?	

	Less than reported commercial simplificates in question in 7 in each year.	
IV-2 (d).	Pricing data methodology Please describe the method and the kinds of docum	ents/records
	that were used to compile your price data.	
	that were used to complie your price data.	

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the price data, as Commission staff may contact your firm regarding questions on the price data. The Commission may also request that your company submit copies of the supporting documents/records (such as sales journal, invoices, etc.) used to compile these data.

IV-3.	Price setting How does your firm determine the prices that it charges for sales of glycine
	(check all that apply)? If your firm issues price lists, please submit sample pages of a recent list.

Transaction by transaction	Contracts	Set price lists	Other	If other, describe

IV-4. <u>Discount policy</u>.--Please indicate and describe your firm's discount policies (*check all that apply*).

	Annual total	No		
Quantity discounts	volume discounts	discount policy	Other	Describe

IV-5. **Pricing terms.--**

(a) What are your firm's typical sales terms for its U.S.-produced glycine?

Net 30 days	Net 60 days	2/10 net 30 days	Other	Other (specify)

(b) On what basis are your firm's prices of domestic glycine usually quoted (check one)?

Delivered	F.o.b.	If f.o.b., specify point

IV-6. <u>Contract versus spot.</u>--Approximately what share of your firm's sales of its U.S.-produced glycine in 2017 was on a (1) long-term contract basis, (2) annual contract basis, (3) short-term contract basis, and (4) spot sales basis?

		Type of sale				
ltem	Long-term contracts (multiple deliveries for more than 12 months)	Annual contracts (multiple deliveries for 12 months)	Short-term contracts (multiple deliveries for less than 12 months)	Spot sales (for a single delivery)	Total (shoul sum to 100.0%	d o
Share of 2017 sales	%	%	%	%	0.0	%

IV-7. <u>Contract provisions.</u>--Please fill out the table regarding your firm's typical sales contracts for U.S.-produced glycine (or check "not applicable" if your firm does not sell on a long-term, short-term and/or annual contract basis).

Typical sales contract provisions	Item	Short-term contracts (multiple deliveries for less than 12 months)	Annual contracts (multiple deliveries for 12 months)	Long-term contracts (multiple deliveries for more than 12 months)
Average contract duration	No. of days		365	
Price renegotiation	Yes			
(during contract period)	No			
	Quantity			
Fixed quantity and/or price	Price			
ana, or price	Both			
Meet or release	Yes			
provision	No			
Not applicable				

IV-8. <u>Lead times.</u>--What is your firm's share of sales from inventory and produced to order and what is the typical lead time between a customer's order and the date of delivery for your firm's sales of its U.S.-produced glycine?

Source	Share of 2017 sales	Lead time (Average number of days)
From inventory	%	
Produced to order	%	
Total (should sum to 100.0%)	0.0 %	

IV-9.	<u>Shippi</u>	ng information
	(a)	What is the approximate percentage of the cost of U.Sproduced glycine that is accounted for by U.S. inland transportation costs? percent
	(b)	Who generally arranges the transportation to your firm's customers' locations? Your firm Purchaser (check one)
	(c)	Indicate the approximate percentage of your firm's sales of glycine that are delivere

(c)	Indicate the approximate percentage of your firm's sales of glycine that are delivered
	the following distances from its production facility.

Distance from production facility	Share
Within 100 miles	%
101 to 1,000 miles	%
Over 1,000 miles	%
Total (should sum to 100.0%)	0.0 %

IV-10. <u>Geographical shipments.</u>—In which U.S. geographic market area(s) has your firm sold its U.S.-produced glycine since January 1, 2015 (check all that apply)?

Geographic area	√ if applicable
Northeast.–CT, ME, MA, NH, NJ, NY, PA, RI, and VT.	
MidwestIL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, and WI.	
Southeast.—AL, DE, DC, FL, GA, KY, MD, MS, NC, SC, TN, VA, and WV.	
Central Southwest.—AR, LA, OK, and TX.	
MountainsAZ, CO, ID, MT, NV, NM, UT, and WY.	
Pacific Coast.–CA, OR, and WA.	
Other.—All other markets in the United States not previously listed, including AK, HI, PR, and VI.	

IV-11. <u>End uses.--</u>List the end uses of the glycine that your firm manufactures. For each end-use product, what percentage of the <u>total cost</u> is accounted for by glycine and other inputs?

	Share of total cost	Total	
End use product	Glycine	(should sum to 100.0% across)	
	%	%	0.0 %
	%	%	0.0 %
	%	%	0.0 %

IV-12.	Pharmaceutical	l-grade	glycine	-
--------	-----------------------	---------	---------	---

(a)	Did your firm produ	ce pharmaceutical-grade glycine since 2015?
	☐ No	YesPlease complete the table below.
(b)	Please describe the accounted for by th	packaging type(s) and estimate the percentage of the $\underline{\text{total cost}}$ is e packaging.

Packaging type	Packaging (percent of total cost)
	%
	%
	%

(c) Please describe the pharmaceutical end use(s) and estimate the average price premium of these products when compared to USP-grade glycine prices.

Pharmaceutical end use	Price premium compared to USP-grade (percent)
	%
	%
	%

	U.S.	. Prod	ducers' Qu	uestionn	aire – Gly	cine (Pre	liminary)			Page 35
	IV-1	.3. <u>\$</u>	Substitute	<u>es</u> Can	other pro	ducts be	substituted	d for g	lycine	e?
				No		YesPlea	se fill out t	he tal	ole.	
					End u	ıse in wh	ich this	На		hanges in the price of this substitute affected the price for glycine?
		9	Substitute	•		stitute is		No	Yes	Explanation
	1.									
	2.									
	3.									
	IV-1	9	States (if k	known) f	or glycine	has char		Janua	ry 1, 2	States and outside of the United 2015. Explain any trends and describe emand.
					Overall	No	Overall		tuate h no	
		Ma	rket		increase	change	decrease	_	_	
Wi	thin	the l	Jnited Sta	ates						
Out	tside	the	United St	ates						
	IV-1	-			-Have the			ant ch	nange	es in the product range, product mix,
			No	Yes	If yes,	please de	scribe and	quan	tify if	f possible.
		_		•	•					

IV-16.	Conditions	of com	petition

(a)	Is the glycine market subject to business cycles (other than general economy-wide
	conditions) and/or other conditions of competition distinctive to glycine? If yes, describe.

	Check all that apply.				Please describe.
		No		S	Skip to question IV-17.
			usiness cycl		
			ther distinctions		
			ere been ar anuary 1, 2		the business cycles or conditions of competition for
	No	Yes	If yes, o	lescribe.	
	January 1, declining to	2015 (exa o accept r	mples inclunew custom	ude placing c ners or renew	declined, or been unable to supply glycine since ustomers on allocation or "controlled order entry," v existing customers, delivering less than the mely shipment commitments, etc.)?
	No	Yes	If yes, plea	se describe.	
IV-18.	Raw mater	r <mark>ials</mark> Hov	w have glyc	ine raw mate	erial prices changed since January 1, 2015?
	Overall increase	No change	Overall decrease	Fluctuate with no clear trend	Explain, noting how raw material price changes have affected your firm's selling prices for glycine.

IV-19. **Product quality issues.--**Have any of your customers returned glycine or canceled orders due to quality issues such as product impurities or caking issues, since January 1, 2015?

No	Yes	If yes, please describe.

IV-20. <u>Interchangeability</u>.--Is glycine 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	India	Japan	Thailand	Other countries
United States					
China					
India					
Japan					
Thailand					
For any country-pair producing glycine that is <i>sometimes</i> or <i>never</i> interchangeable, identify the country-pair and explain the factors that limit or preclude interchangeable use:					

IV-21. <u>Factors other than price</u>.--Are differences other than price (e.g., quality, availability, transportation network, product range, technical support, *etc*.) between glycine produced in the United States and in other countries a significant factor in your firm's sales 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	India	Japan	Thailand	Other countries
United States					
China					
India					
Japan					
Thailand					

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

IV-22. <u>Customer identification</u>.--List the names and contact information for your firm's 10 largest U.S. customers for glycine since January 1, 2015. Indicate the share of the quantity of your firm's total shipments of glycine that each of these customers accounted for in 2017.

Cu	stomer's name	Contact person	Email	Telephone	City	State	Share of 2017 sales (%)
1							
2							
3							
4							
5							
6							
7							
8		_					
9							
10		_					

IV-23.	Comp	etition	from	imports

(a) <u>Lost revenue</u>.--Since January 1, 2015: To avoid losing sales to competitors selling glycine from China, India, Japan, and/or Thailand, did your firm:

Item	No	Yes
Reduce prices		
Roll back announced price increases		

(b) <u>Lost sales.</u>—Since January 1, 2015: Did your firm lose sales of glycine to imports of this product from China, India, Japan, and/or Thailand?

No	Yes	

(c) The submission of lost sales/lost revenue allegations is to be completed only by NON-PETITIONERS.

If your firm indicated "yes" to any of the above, your firm can provide the Commission with additional information by downloading and completing the lost sales/lost revenues worksheet at http://usitc.gov/trade_remedy/question.htm. Note that the Commission may contact the firms named to verify the allegations reported.

Is your firm submitting the lost sales/lost revenues worksheet?

No—Please explain.
Yes—Please complete the worksheet and submit via the Commission dropbox. https://dropbox.usitc.gov/oinv/ . (PIN: GLYC)

IV-24. Other explanations.--If your firm would like to further explain a response to a question in Part IV that did not provide a narrative response box, please note the question number and the explanation in the space provided below. Please also use this space to highlight any issues your firm had in providing the data in this section, including but not limited to technical issues with the MS Word questionnaire.

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/701731/2018/glycine_china_india_japan_and_tha_iland/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: GLYC

• E-mail.—E-mail the MS Word questionnaire to abu.kanu@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 does not produce 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 you submit (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.