**USITC MTB Petition System Survey**

**ITC Interim Rules of Practice and Procedure and Handbook on MTB Filing Procedures**

Please provide your feedback on the ITC’s Interim Rules of Practice and Procedure (“Rules”) (Linked to here)

Please provide feedback on rules that were particularly clear and helpful to you; suggest ways in which a rule could be made clearer; or indicate if there were aspects of the Rules that you through were unnecessary or not helpful to the process. If you did not review the Rules during the 2016 MTB cycle (for these purposes, defined as between October 14, 2016 and August 8, 2017), please indicate that, as well.

Please provide your feedback on the Handbook on MTB Filling Procedures (“Handbook”) (Linked to here).

Please provide feedback on aspects of the Handbook that were particularly clear and helpful; suggest ways in which the Handbook could be improved; and/or not helpful to the process. If you did not review the Handbook during the 2016 MTB cycle (for these purposes, defined as between October 14, 2016 and August 8, 2017), please indicate that, as well.

**Help Documentation and Training**

Please indicate whether the listed documentation was helpful to you during the 2017 MTB cycle.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Helpful | Neutral | Unhelpful | Did not use | No answer |
| Before you file (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Before you file a Comment (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| MTBPS: Quick Guide (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| MTB Timeline (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Sample Petition Summary (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Sample Comment Summary (link) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Please provide any other feedback or suggestions you may have regarding help documentation and guidance materials.

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Please indicate whether the listed training sessions were helpful to you during the 2016 MTB cycle.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Helpful | Neutral | Unhelpful | Did not use | No answer |
| MTB Petition System: Overview and Walk-Through (meeting held on October 12, 2016) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Article Descriptions for MTB Petitions: Getting It Right the First Time (webinar conducted on November 29, 2016) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Is there anything you wish you would have known prior to filing that the ITC should consider putting in its guidance and/or training materials?

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**The Web Portal (i.e., The Miscellaneous Tariff Bill Petition System or MTBPS)**

Please indicate the level of ease you had using the MTBPS to file a petition and/or comment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | VeryEasy | Easy | Neutral | Difficult | VeryDifficult | DidNotFile | No Answer |
| Filing a petition |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Filing a Comment |[ ] [ ] [ ] [ ] [ ] [ ] [ ]

Please indicate the level of ease you had using the MTBPS to view petitions and /or comments.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | VeryEasy | Easy | Neutral | Difficult | VeryDifficult | DidNotFile | No Answer |
| Viewing Petitions |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Viewing Comments |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Viewing Petition Data Using the Published petitions List (Linked to here) |[ ] [ ] [ ] [ ] [ ] [ ] [ ]

Is there any functionality you wish the portal would have included while filing or viewing petitions/comments that you would like the ITC to consider including for the next cycle?

Please provide any other feedback or suggestions you may have regarding use of the MTBPS?

**Anything Else?**

Please provide any other feedback or suggestions regarding the USITC’s MTB process and system?

May we contact you regarding your survey response?

[x]  Yes [ ]  No [ ]  No answer

Name:

Email:

Phone number: