

Month, Day, Year

Name
Title
Organization Name
Address Line 1
Address Line 2

Dear _____:

The Bureau of Industry and Security (BIS), Office of Technology Evaluation, is conducting a survey and assessment of the U.S. titanium sponge industry and select titanium end users. The resulting data will be used to support an ongoing investigation on the effect of titanium sponge imports on the national security under Section 232 of the Trade Expansion Act of 1962, as amended. The investigation was initiated by the U.S. Department of Commerce, based on a petition filed by a U.S. titanium sponge producer.

The principal goal of this survey is to assist BIS in determining whether titanium sponge is being imported into the United States in such quantities or under such circumstances as to threaten to impair the national security. The survey will also assist in determining the overall health and competitiveness of the industry in the United States. Information collected will include organization profile, mergers & acquisitions, facility information, production & inventory, financial information, capital expenditures, research & development, suppliers and customers, employment, competition, and demand trends. The resulting data will provide BIS with detailed titanium industry information that is otherwise not available and is needed to effectively conduct its investigation.

Your organization has been identified as part of the titanium sponge production or melt sector with one or more facilities in the United States. Your participation in this survey is vital to ensure a comprehensive dataset for the assessment. BIS has worked in successful partnership with other U.S. industry sectors and we anticipate similar cooperation from your organization on this effort.

To begin, download the Microsoft Excel formatted survey for **Producers and Melters** and corresponding instructions at <http://bis.doc.gov/TiSponge232>. For internal data collection purposes, a PDF version of the survey can also be downloaded at this website. BIS will only accept Excel survey submissions.

Your company is required by federal law (50 U.S.C. App. Sec. 2155) to complete the survey within 30 days of receipt of this letter. All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests.

If you have any questions regarding the survey, e-mail Titanium232@bis.doc.gov, or contact U.S. Department of Commerce staff at (202) 482-3110. E-mail is the preferred method of contact and will allow for a detailed response to your organization's questions.

Thank you for your cooperation. We look forward to working with you.

Sincerely,



Brad Botwin
Director, Industrial Studies
Office of Technology Evaluation