



2017 Commodity Flow Survey

FORM
CFS-1000 (2017)
(10-25-2016)

OMB No. 0607-0932: Approval Expires 12/31/2018

DUE DATE:

Respond via Internet:
<https://econhelp.census.gov/cfs>

OR

Return via Mail:
U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

User ID:

Password:

Need help or have questions?
Call: 1-800-772-7851, option "3"
M-F, 8:30 a.m. - 5:00 p.m. ET

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code (U.S.C.), Sections 8(b), 131, and 193; and Title 49 U.S.C., Section 6302 authorize this collection. Title 13 United States Code, Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of the same law, YOUR CENSUS REPORT IS CONFIDENTIAL. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0932 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take an average of 2.5 hours to complete. More information about this estimate and an address where you may write with comments is at the end of this questionnaire.

INSTRUCTIONS:

- Enter numerical digits as illustrated:
- Use blue or black ballpoint pen. Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.

If you prefer to complete the questionnaire online, visit <https://econhelp.census.gov/cfs> and click the "Survey Log in" button. Log in with your user id and password above.

Item A VERIFICATION OF NAME AND SHIPPING ADDRESS

Are the name and shipping address listed in the box below the correct name and shipping address from which this location ships?

- Yes, the name and shipping address are correct. **(Proceed to Item B)**
- No, the name and/or shipping address is incorrect. **(Enter any corrections below)** ↴

Company Name 1

Company Name 2

Address

City State ZIP Code -



If you prefer to complete the questionnaire online, please go to <https://leconhelp.census.gov/cfs>

Item B VERIFICATION OF NAME AND MAILING ADDRESS

Are the name and mailing address displayed in the mailing address label on page 1 correct for the remaining quarterly 2017 Commodity Flow Survey correspondence to be mailed to?

- Yes, the name and mailing address are correct. (Proceed to Item C)
- No, the name and/or mailing address is incorrect. (Enter any corrections below) ↘

Company Name 1

Company Name 2

Attention

Address

City

State

ZIP Code

Item C OPERATING STATUS

Which of the following best describes this location's operating status during the week of

 ?

If the location was sold or acquired, select the "In operation" box and describe these operations changes in Item J – "Remarks".

- In operation
- Temporarily or seasonally inactive
- Proceed to Item G on page 12
- Ceased operation - Enter date ceased operation →
- Proceed to Item G on page 12

MM-DD-YYYY

Item D TOTAL NUMBER AND VALUE OF OUTBOUND SHIPMENTS

For this survey, it is important to obtain information about the outbound shipments made from this location.

An **outbound shipment** in this survey is defined as a movement of commodities from the location specified in Item A to another **single** location. For shipments traveling to multiple locations, report one shipment for each location.

- Report all **outbound shipments** originating from the shipping address specified in Item A. Include shipments of all sizes, by any mode of transportation, shipments sent by parcel, and customer pickups.
- If shipment information is stored in separate files such as by day, by mode of transportation, etc., please gather those files together before proceeding.
- Estimates are acceptable

1. What was the total number of all outbound shipments for this location the week of

 ?

Total number of outbound shipments

2. What was the total value of shipments for the week listed above, excluding freight charges and excise taxes?

\$

3. Did you enter more than 40 shipments in question 1 above?

- Yes – Proceed to Item E on page 3
- No – PROCEED TO ITEM F AND REPORT ALL OUTBOUND SHIPMENTS ON PAGE 4



If you prefer to complete the questionnaire online, please go to <https://econhelp.census.gov/cfs>

Item E SAMPLING INSTRUCTIONS

In order to avoid asking you for information regarding all of your shipments, we will only ask about a sample of them. This section will help you **identify your sample of shipments** that should be reported in Item F.

Using the table below, mark the row that includes the total number of outbound shipments reported in Item D1, and the corresponding "report every" number.

Number of outbound shipments reported in Line 1	Report every...	Mark (X) one
41 - 80	Report every 2nd outbound shipment	
81 - 120	Report every 3rd outbound shipment	
121 - 160	Report every 4th outbound shipment	
161 - 200	Report every 5th outbound shipment	
201 - 240	Report every 6th outbound shipment	
241 - 280	Report every 7th outbound shipment	
281 - 320	Report every 8th outbound shipment	
321 - 360	Report every 9th outbound shipment	
361 - 400	Report every 10th outbound shipment	
401 - 600	Report every 15th outbound shipment	
601 - 1200	Report every 20th outbound shipment	
1201 - 1800	Report every 30th outbound shipment	
1801 - 2400	Report every 40th outbound shipment	
2401 - 3000	Report every 50th outbound shipment	
3001 - 4800	Report every 60th outbound shipment	
4801 - 6400	Report every 80th outbound shipment	
6401 - 8000	Report every 100th outbound shipment	
8001 - 12000	Report every 150th outbound shipment	
12001 - 16000	Report every 200th outbound shipment	
More than 16000	Go to https://econhelp.census.gov/cfs and select "Survey Log in"	

Example:

If this location reported **253 shipments in Item D1**, it would correspond to the range of **241-280** and every **7th** outbound shipment record would be selected.

This means:

1. The location would count **7 records**, starting with the first shipment record of the week that was identified in Item D1, select that record and report it in Item F.
2. The location would then count **another 7 records** again from the shipment selected in step 1 and record that shipment in Item F.
3. The location would repeat this process until it had gone through the full set of shipment records for the week identified in Item D1.
4. The location would report 36 shipments in Item F. Item F contains 80 lines, so the location would leave lines 37-80 blank.

For further information, refer to the **Instruction Guide** or visit the business help site at <https://bhs.econ.census.gov/bhs/cfs/form.html>



If you prefer to complete the questionnaire online, please go to <https://leconhelp.census.gov/cfs>

Item F SHIPMENT CHARACTERISTICS

NOTE: Each line runs across pages 4 and 5. After entering column (I) data on page 4 for any line, continue with column (J) on page 5 for the same line.

Line No. (A)	Your Shipment ID Number (B)	Shipment Date (C)		Shipment value (excluding freight charges and excise taxes) in whole dollars . Estimates acceptable. (D)	Net Shipment Weight in pounds . Estimates acceptable. (E)	For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)				Continue with column (J) on page 5
		Month	Day			SCTG commodity code from accompanying booklet ¹ (F)	Commodity Description ¹ (G)	Is item in col. (G) Temperature controlled? ^{1, 2} (Y/N) (H)	Is item in col (G) a hazardous material? Enter "UN" or "NA" ₁ number (I)	
Ex.1	123-5	4	26	224,235	4,840	34520	Mechanical machinery	Y		→
Ex.2	402H	4	26	1,375	50,125	20222	Sulfuric acid	N	1830	→
1										→
2										→
3										→
4										→
5										→
6										→
7										→
8										→
9										→
10										→
11										→
12										→
13										→
14										→
15										→
16										→
17										→
18										→
19										→
20										→

¹ For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)

² **Temperature-Controlled (Column H)** - A temperature-controlled shipment is defined as a shipment that needs to be, and is transported in a vehicle, container, or special packaging that regulates, or maintains the required temperature range (e.g. warm, cold, frozen) of the shipment during all phases of transportation.



If you prefer to complete the questionnaire online, please go to <https://leconhelp.census.gov/cfs>

Item F SHIPMENT CHARACTERISTICS - Continued

NOTE: Each line runs across pages 6 and 7. After entering column (I) data on page 6 for any line, continue with column (J) on page 7 for the same line.

Line No. (A)	Your Shipment ID Number (B)	Shipment Date (C)		Shipment value (excluding freight charges and excise taxes) in whole dollars . Estimates acceptable. (D)	Net Shipment Weight in pounds . Estimates acceptable. (E)	For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)				Continue with column (J) on page 7
		Month	Day			SCTG commodity code from accompanying booklet ¹ (F)	Commodity Description ¹ (G)	Is item in col. (G) Temperature controlled? ^{1, 2} (Y/N) (H)	Is item in col (G) a hazardous material? Enter "UN" or "NA" ₁ number (I)	
21										→
22										→
23										→
24										→
25										→
26										→
27										→
28										→
29										→
30										→
31										→
32										→
33										→
34										→
35										→
36										→
37										→
38										→
39										→
40										→

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Item F SHIPMENT CHARACTERISTICS - Continued

NOTE: Each line runs across pages 8 and 9. After entering column (I) data on page 8 for any line, continue with column (J) on page 9 for the same line.

Line No. (A)	Your Shipment ID Number (B)	Shipment Date (C)		Shipment value (excluding freight charges and excise taxes) in whole dollars . Estimates acceptable. (D)	Net Shipment Weight in pounds . Estimates acceptable. (E)	For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)				Continue with column (J) on page 9
		Month	Day			SCTG commodity code from accompanying booklet ¹ (F)	Commodity Description ¹ (G)	Is item in col. (G) Temperature controlled? ^{1, 2} (Y/N) (H)	Is item in col (G) a hazardous material? Enter "UN" or "NA" ¹ number (I)	
41										→
42										→
43										→
44										→
45										→
46										→
47										→
48										→
49										→
50										→
51										→
52										→
53										→
54										→
55										→
56										→
57										→
58										→
59										→
60										→

¹ For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)

² **Temperature-Controlled (Column H)** - A temperature-controlled shipment is defined as a shipment that needs to be, and is transported in a vehicle, container, or special packaging that regulates, or maintains the required temperature range (e.g. warm, cold, frozen) of the shipment during all phases of transportation.



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Item F SHIPMENT CHARACTERISTICS - Continued

NOTE: Each line runs across pages 10 and 11. After entering column (I) data on page 10 for any line, continue with column (J) on page 11 for the same line.

Line No. (A)	Your Shipment ID Number (B)	Shipment Date (C)		Shipment value (excluding freight charges and excise taxes) in whole dollars . Estimates acceptable. (D)	Net Shipment Weight in pounds . Estimates acceptable. (E)	For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)				Continue with column (J) on page 11
		Month	Day			SCTG commodity code from accompanying booklet ¹ (F)	Commodity Description ¹ (G)	Is item in col. (G) Temperature controlled? ^{1, 2} (Y/N) (H)	Is item in col (G) a hazardous material? Enter "UN" or "NA" ¹ number (I)	
61										→
62										→
63										→
64										→
65										→
66										→
67										→
68										→
69										→
70										→
71										→
72										→
73										→
74										→
75										→
76										→
77										→
78										→
79										→
80										→

¹ For shipments consisting of more than one commodity, report the code and description of the commodity that contributed the greatest weight of the shipment in columns (F) through (I)

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Item G VERIFICATION OF PRIMARY INDUSTRY ACTIVITY

Our records indicate that this shipping location's primary industry is the following:

Is this the correct primary activity?

Yes - (Proceed to Item H)

No ↘

Describe your industry:

Item H TIME TO COMPLETE SURVEY

How long did it take to complete this questionnaire?
Include time to read instructions, to gather information, to enter and verify the data.

Hours Minutes

Item I CONTACT INFORMATION REGARDING THIS SURVEY

Name - Please print

Title - Please print

Area code

Phone Number

Extension

- -

Area code

Fax Number

- -

Item J REMARKS: Use this space to clarify your responses, if appropriate.

Please return this questionnaire in the enclosed envelope or send it to:
U.S. CENSUS BUREAU 1201 East 10th Street Jeffersonville IN 47132-0001

THANK YOU FOR COMPLETING THIS SURVEY.

BURDEN ESTIMATE STATEMENT: We estimate this survey will take an average of 2.5 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ERD Survey Comments 0607-0932, U.S. Census Bureau, 4600 Silver Hill Road, Room ERD-6H128, Washington, DC 20233. You may e-mail comments to erd.survey.comments@census.gov. Be sure to use "ERD Survey Comments 0607-0932" as the subject.

