



UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Office of the Director  
Washington, DC 20233-0001

QPC-L1  
(Draft)

**A Message from the Acting Director, U.S. Census Bureau:**

We request your participation with the **Quarterly Survey of Plant Capacity Utilization**. Your response is critical in preparing industry estimates of capacity utilization rates for the Nation. This survey measures changes in the use of production facilities in the manufacturing and publishing sectors. Government analysts use the estimates to develop monetary and fiscal policies and investment demands. In particular, the Federal Reserve Board will use these data to estimate monthly industrial production and assess change in industrial production and capacity. The Defense Logistics Agency will use these data to assess readiness to meet demand for goods under selected national emergency scenarios.

**Authentication Code:**

**Due Date:**

**Account Manager:**

1. **Register OR sign in** at <https://portal.census.gov>
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

**YOUR RESPONSE WILL BE KEPT STRICTLY CONFIDENTIAL.** Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-201-4647, Monday through Friday, 7:00 a.m. to 4:30 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

Ron S. Jarmin  
Acting Director

**QPC-L1**  
(Draft)

### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0175 and appears in the top right corner of each reporting screen. Without this approval, we could not conduct this survey.

### **Authority and Confidentiality**

Title 13, United States Code, Section 8(b); Title 50, United States Code, Section 98, et seq; and Title 12, United States Code, Section 244, authorize the U.S. Census Bureau to conduct this collection and request your voluntary assistance. The Census Bureau is required by Title 13, United States Code, Section 9, to keep your information confidential and use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

### **Burden Estimate Statement**

We estimate the Quarterly Survey of Plant Capacity Utilization will take an average of 2 hours and 5 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

**Subject:** DUE DATE REMINDER: Quarterly Survey of Plant Capacity

## QUARTERLY SURVEY OF PLANT CAPACITY

### Due Date Reminder

*Check our email address – it's official if it ends in @census.gov*

ATTN

COMPANY

The U.S. Census Bureau recently requested your response to the **Quarterly Survey of Plant Capacity**.

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**Due Date: XXXXX XX, 20XX**

1. Access your Census Bureau account at <https://portal.census.gov> and locate your survey under “My Surveys.”
  2. Click on “REPORT NOW” to begin or resume reporting.
  3. Submit your responses once you reach the end of the reporting instrument.
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**Please do not reply directly to this automated email.** For assistance with completing your survey, please sign into your Census Bureau account and send us a secure [message](#). You may also call our customer help line at 1-800-201-4647 Monday through Friday, 7:00 a.m. to 5:00 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America’s people and economy.

Sincerely,

Kevin Deardorff  
Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

Office of Management and Budget (OMB) Number: 0607-0175  
Expires: 09/30/2024

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2. Add your authentication code: **XXXXXXXXXXXXXX**

*Case sensitive; if you copy and paste, ensure no blank spaces are captured.*

3. Report by clicking on “REPORT NOW”
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Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

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**Subject:** PAST DUE NOTICE: Quarterly Survey of Plant Capacity

## QUARTERLY SURVEY OF PLANT CAPACITY

### Past Due Notice

*Check our email address – it's official if it ends in @census.gov*

ATTN

COMPANY

The U.S. Census Bureau recently requested your response to the **Quarterly Survey of Plant Capacity**. Our records indicate your response is now past due. Please log in with the following information and submit your responses **within 5 days**.

- 
1. Access your Census Bureau account at <https://portal.census.gov> and locate your survey under “My Surveys.”
  2. Click on “REPORT NOW” to begin or resume reporting.
  3. Submit your responses once you reach the end of the reporting instrument.
- 

Title 13, United States Code, Sections 131 & 182, authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to produce statistics.<sup>2</sup> The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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Kevin Deardorff

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Expires: 09/30/2024

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UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Washington, DC 20233-0001

QPC-L2  
(Draft)

The Office of Management and Budget (OMB) approval number for the Quarterly Survey of Plant Capacity Utilization is 0607-0175.

### PAST DUE NOTICE

Our records indicate that we have not received your **Quarterly Survey of Plant Capacity Utilization**. Please complete the survey online using the following information:

**Authentication Code:**

**Due Date:**

**Account Manager:**

1. **Register OR sign in** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under “My Surveys.”
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

**If you recently reported**, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

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Sincerely,

Kevin E. Deardorff  
Chief, Economic Reimbursable Surveys Division  
U.S. Census Bureau

This is an important message from the United States Census Bureau regarding the Quarterly Survey of Plant Capacity Utilization.

Your response to this survey is now past due.

You should have recently received a follow up letter with instructions on how to report online. The website for the survey is [portal-dot-census-dot-gov](http://portal-dot-census-dot-gov)

If you need help with your online credentials or have any questions related to the survey, please call 1-800-201-4647.

Your response is especially important right now. It helps accurately measure the American economy so that policymakers, government officials, and businesses can understand the current environment.

Thank you