



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

### QUARTERLY SURVEY OF PLANT CAPACITY UTILIZATION

Title 13 United States Code (U.S.C.), Section 8(b); Title 50 U.S.C., Section 98, et seq; and Title 12 U.S.C., Section 244, authorize the Census Bureau to conduct this collection and to request your voluntary assistance. The U.S. Census Bureau is required by Title 13 U.S.C., Section 9, to keep your information confidential and can 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.

Public reporting burden for this collection of information is estimated to take 20 to 40 minutes, with an average of 30 minutes, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**In correspondence pertaining to this report refer to the ID number (11 digits)**

**INTERNET REPORTING – complete this survey online at: <https://portal.census.gov>**

#### Item 1 OPERATIONAL STATUS

Mark (X) one box that best describes the status at the end of the quarter for the facility identified in the address box above.

In operation

Temporarily idle

Permanently ceased operations → Date closed:

MM	YYYY
<input type="text"/>	<input type="text"/>

Sold or leased to another company → Date sold or leased:

MM	YYYY
<input type="text"/>	<input type="text"/>

SOLD OR LEASED TO →

Name

Street

City

State

Zip Code

Country

**CONTINUE WITH **Item 2** ON PAGE 2.**



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**Item 2 VALUE OF PRODUCTION**

**A.** Report market value of **actual production** for the quarter.

**ACTUAL PRODUCTION** .....


\$Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>

**B.** Estimate the market value of production of this plant as if it had been operating at **full production capability** for the quarter.

Assume:

- only machinery and equipment **in place and ready to operate**.
- normal downtime.
- labor, materials, utilities, etc. **ARE FULLY AVAILABLE**.
- the number of shifts, hours of operation and overtime pay that can be **sustained** under **normal** conditions and a **realistic** work schedule in the long run.
- the **same product mix** as the actual production.

**FULL PRODUCTION CAPABILITY** .....


\$Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>

**C.** Divide your **actual production** estimate by your **full production estimate**. Multiply this ratio by 100 to get a percentage. ....


**Capacity Utilization**

<input type="text"/>	%

Is this a reasonable estimate of your utilization rate for this quarter?  Yes  No — Review item 2A and 2B

**FOR YOUR RECORDS ONLY**

**Item 3 ACTUAL AND FULL PRODUCTION COMPARISONS**

**A. FULL PRODUCTION CAPABILITY: CURRENT QUARTER VS PREVIOUS QUARTER**

If your estimate of current quarter **full production capability** has changed compared to the previous quarter, mark (X) the primary reasons.

- Building capital expenditures
- Machinery capital expenditures — *Include new, replaced, or enhanced machinery*
- Building retirements
- Machinery retirements
- Price changed but product mix is the same
- Revised estimation assumption with no change in plant or operations
- Change in method of operation
- Change in product mix or product specifications
- Change in material input
- Other — *Specify*

**B. ACTUAL OPERATIONS VS FULL PRODUCTION CAPABILITY**

If this plant's **actual** production in the current quarter was **less** than **full production capability**, mark (X) the primary reasons.

- Not most profitable to operate at full production capability
- Insufficient supply of materials
- Insufficient orders
- Insufficient supply of local labor force/skills
- Lack of sufficient fuel or electric energy
- Equipment limitations
- Storage limitations
- Logistics/transportation constraints
- Sufficient inventory of finished goods on hand
- Strike or work stoppage
- Seasonal operations
- Environmental restrictions
- Other — *Specify*

**CONTINUE WITH Item 4 ON PAGE 3.**

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**Item 4 WORK PATTERNS FOR THE QUARTER**

Report work patterns for **each shift of actual operations** in the quarter.

- If the plant did not operate a second or third shift, do not complete the corresponding columns.
- Complete ALL items for each shift reported.

		Shift 1	Shift 2	Shift 3
<b>A.</b> Days per week-in-operation. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>B.</b> Plant hours per week-in-operation. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>C.</b> Weeks-in-operation in the quarter. . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>D.</b> Number of production workers in the 2nd week of the 2nd month of the quarter (including temporary workers). . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>E. Temporary</b> production workers <b>included</b> in line d (not on the payroll and hired through temporary agencies or as their own agent; see instructions). . . . .	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Item 5 NATIONAL EMERGENCY PRODUCTION**

**A.** Estimate the market value of production for this plant as if it had been operating under **national emergency** conditions for the quarter. . . . .

	\$Bil.	Mil.	Thou.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assume:

- **full** use of **all** your machinery and equipment, including that requiring reconditioning.
- plant production **as close to 168 hours per week as possible**, including extra shifts. **minimal** downtime.
- funding, labor, materials, components, utilities, etc. **are fully available to you and your suppliers.**
- your product mix **is** permitted to change.
- you can sell **all** of your output.

**B.** If **actual** operations in the quarter were **less** than **national emergency production**, how quickly could the plant increase to the national emergency production level if given emergency priority by the government?  
 Mark (X) the shortest amount of time the plant would require.

Less than 3 months   
  3 to 6 months   
  7 to 12 months   
  More than one year

Remarks

**Item 6 PERSON TO BE CONTACTED REGARDING THIS REPORT – Print name, telephone number, and email.**

Name (Please print)		Area code	Number	Extension
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone →		<input type="text"/>		
Email		Area code	Number	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Fax →		<input type="text"/>		

