

**SUPPORTING STATEMENT - PART B for
OMB Control Number 0535-0254:
Current Agricultural Industrial Reports (CAIR)**

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1 Supporting Statement B

CURRENT AGRICULTURAL INDUSTRIAL REPORTS (CAIR)

OMB No. 0535-0254

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection has been conducted previously, include the actual response rate achieved during the last collection.**

The surveys target several business populations based on the type of manufactured products they produce or warehouse. The target populations include U.S. flour millers, cotton and manmade fiber processors, alcohol producers, fat and oil renderers, fat and oil processors, private cotton storage warehouses, and fat and oil warehouse facilities. Estimated population sizes can be found in Supporting Statement A, Item 12. Frames for each population were created using external lists provided by industry groups. Given the high costs of entry and production for these operations, frame coverage is expected to be complete. Based on previous experience, only a small number of these operations are expected to qualify for the monthly surveys.

These surveys are censuses of all known operations in each of the target populations.

Response rates from the previous year are in the table below.

Survey Period	M313P Cotton and Manmade Fiber	M311C Produ
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- 2. Describe the procedures for the collection of information including:**
- **statistical methodology for stratification and sample selection,**
 - **estimation procedure,**
 - **degree of accuracy needed for the purpose described in the justification,**
 - **unusual problems requiring specialized sampling procedures.**

These surveys target several business populations based on the type of manufactured products they produce. The target populations include U.S. flour millers, cotton linters, alcohol producers, fat and oil renderers, fat and oil processors, and fat and oil warehouse facilities. Estimated population sizes can be found in Supporting Statement A, Item 12. Frames for each population were created using external lists provided by industry groups. Given the high costs of entry and production for these operations, frame coverage is expected to be complete. Based on previous experience, only a small number of these operations are expected to qualify for the monthly surveys.

Respondents are mailed a cover letter containing online reporting instructions from the NASS National Operations Division in St. Louis, MO. All data is submitted through NASS's Computer-Aided Self-Administered Interview (CASI) system. To maximize response rates, non-respondents receive email and text message reminders, as well as phone follow-ups, encouraging them to complete the survey. Operations can also submit late reports, which will be included in the annual publication.

Nonresponse adjustments will be handled through item-level imputation rather than weighting. Missing data for a particular item will be imputed by multiplying the month-to-month change from reporting records to the previous month's data for the operation with the missing data. For unit non-response, NASS statisticians will identify which items will be imputed using these item-level imputation methods.

Operation counts and commodity totals will be calculated at the national and state level. Furthermore, an average 24-hour capacity estimate will be published for flour millers at the national and state levels. No coverage adjustments will be calculated since the frame should have complete coverage. Some manual smoothing of the final estimates based on market trends may be handled by NASS statisticians. No standard error will be calculated since this is a census of all operations.

- 3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

The CAIR surveys are an integrated part of the Census of Agriculture. Under the authority of the Census of Agriculture Act of 1997 (Public Law 105-113) participation in these surveys is mandatory.

During the initial phase of this survey program in 2014, NASS conducted a profile questionnaire of each potential organization that may have qualified for this group of surveys. At that time NASS discussed the requirements for responding, which had not changed from when the Census Bureau previously conducted these surveys. Interviewers also discussed the importance of this information with respondents. If NASS discovers any new operations, they are contacted to complete the profile questionnaire to see if they are eligible to be added to the target population.

While most all data is submitted through NASS's online reporting system (CASI), NASS also employs enumerators from the National Association of State Departments of Agriculture (NASDA) who can collect the data by either phone or through personal interview if the respondent prefers either of these methods. NASS also has a secure fax line set up to receive data. The respondents can also respond by email if they choose.

During future profile surveys, new or unknown respondents can be provided with excerpts of the letters of support NASS has received along with examples of how this data is so vital to so many people.

4. Describe any tests of procedures or methods to be undertaken.

Periodically, NASS conducts cognitive interviews with respondents to study whether the questionnaires are being interpreted in the manner in which they are intended. In addition, NASS measures the time it takes the respondent to complete the survey, including any time needed to consult records. NASS also checks to see if the terminology and language used in the questionnaires are still relevant to current business practices. If any significant changes are needed to be made to the questionnaires they will be tested prior to their implementation.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The NASS census administrators in Headquarters of the Census Planning Branch, Census and Survey Division; Branch Chief is Donald Buysse. Donald's email is donald.buysse@usda.gov. and phone number is (202) 738-3764. The census administrators are responsible for coordination of sampling,

questionnaires, data collection, training, Interviewer's Manuals, Census Administration Manuals, data processing, and other Regional Office support.

Sample sizes for each State are determined by the Sampling, Editing, and Imputation Methodology Branch, Methods Division; Branch Chief is Adam Cline. Adam's email is adam.cline@usda.gov and phone number is (202) 531-6010.

Survey design and methodology are determined by the Summary, Estimation, and Disclosure Methodology Branch, Methodology Division; Branch Chief is Lindsay Drunasky. Lindsay's email is lindsay.drunasky@usda.gov and phone number is (202) 690-8141.

The NASS survey administration, data collection, estimation, and publication are carried out by NASS Regional Field Offices; Western and Acting Eastern Field Operation's Director is King Whetstone. King's email is king.whetstone@usda.gov and phone number is (202) 720-9567. The survey administrators are responsible for coordination of sampling, questionnaires, documentation, training, and data processing.

The NASS survey administrators in Headquarters of the Survey Administration Branch, Census and Survey Division; Branch Chief is Patrick Boyle. Patrick's email is patrick.boyle@usda.gov and phone number is (701) 212-8681. The survey administrators are responsible for coordination of sampling, questionnaires, data collection, training, Interviewer's Manuals, Survey Administration Manuals, data processing, and other Regional Office support.

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