

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

CENSUS *of*
MANUFACTURES
MINES AND QUARRIES
PETROLEUM
and NATURAL GAS
1919

EUGENE F. HARTLEY
CHIEF STATISTICIAN FOR MANUFACTURES



INSTRUCTIONS TO
SPECIAL AGENTS

WASHINGTON
GOVERNMENT PRINTING OFFICE.

1919

CONTENTS.

MANUFACTURES.

	Page.
Daily reports and correspondence.....	9
Daily reports.....	9
Registered mail.....	9
Requests for supplies.....	10
Date of completing work.....	10
Lists and canvass of establishments.....	10
Index cards.....	10
Unlisted establishments.....	11
Cards for nonmanufacturing establishments.....	11
Establishments reported in 1914.....	11
Return of index cards.....	11
Change in name of establishment.....	12
Central offices.....	12
Establishments having office outside agent's district.....	12
Factories outside, but offices inside, the agent's district.....	13
Additional factories of same owner, but outside the agent's district.....	13
Idle establishments.....	13
Method of securing reports.....	13
Schedules mailed to manufacturers.....	13
Understanding of the schedules necessary.....	14
Reports already forwarded by manufacturers.....	14
Reports prepared by manufacturers awaiting agent's call.....	15
Promptness required of agents.....	15
Answers to inquiries to be taken from books of accounts and records.....	15
Erroneous statements.....	16
Compulsory feature of census.....	16
Information confidential.....	16
What constitutes a factory—Establishments not to be canvassed.....	17
Census confined to factories.....	17
Very small establishments.....	17
Building trades.....	17
Custom work on wearing apparel.....	18
Retail stores.....	18
Miscellaneous hand trades.....	19
Specially omitted industries.....	20
Distinction between farm and factory products.....	21
Sugar, molasses, sirup, sorghum.....	21
Packing and shipping of fruit.....	22
Reason for omitting establishments specified.....	22
Small custom mills.....	22
Lumber industry special schedule (E. S. and W. S.).....	22
Pulp wood consumed in 1919.....	23
Turpentine industry.....	23

	Page.
What constitutes a factory—Establishments not to be canvassed—Continued.	
Printing and publishing establishments	23
Manufacture of ice cream	23
Power laundries	23
What constitutes an establishment—Divided establishments	24
Definition of establishment	24
Separate sets of books	24
Separation of industries	24
Separation of localities	24
Industrial zones or metropolitan districts	24
Reports for same ownership	25
Establishments engaged in manufacturing and also in other business	25
Combined manufacturing and mercantile business	26
Preparation of the General Schedule	27
General Schedule required for each establishment	27
Instructions to be strictly followed	27
Inquiry 1.—Description of establishment	27
Name of establishment	27
Name of owner or operator	27
Location of establishment	27
Post-office address of the general office	27
Character of organization	27
Number of proprietors or partnership members	28
Character of industry	28
Inquiry 2.—Capital invested	28
Amount of capital actually invested—owned and borrowed	28
Depreciation	28
Patent rights and good will	29
Separation of manufacturing from other investments	29
Inquiries 3 and 4.—Salaried employees—Wage earners, including piece-workers	29
Purpose of inquiries—Selection of date	29
Total number employed on a given day desired, not total number whose names appear on a given pay roll	29
When estimates may be accepted	30
Segregation according to sex and age periods	30
Officers of corporations	30
Foremen and overseers	30
Traveling salesmen	31
Distinction between salaried employees and wage earners	31
Wage earners employed indirectly	31
Convict labor	32
Inquiry 5.—Wage earners each month	32
Number on 15th day of month	32
Inquiry 6.—Salary and wage payments	32
Number employed	32
Classes to be reported separately	32
Board and rent	32
Bonuses or percentages of profits	32
Contract work	32
Inquiry 7.—Time in operation and hours worked	33
Days in operation during the year	33
Number of hours normally worked by wage earners	33

CONTENTS.

5

	Page.
Preparation of the General Schedule—Continued.	
Inquiry 8.—Rent and taxes.....	33
Rent of factory or works.....	33
Taxes.....	33
Inquiry 9.—Materials, mill supplies, and fuel.....	33
Definition of materials used.....	33
Materials used during year desired.....	34
Materials manufactured and used by same establishmen.....	34
Cost of fuel.....	35
Freight on materials.....	35
Rent of power.....	35
Names of principal materials used.....	35
Inquiry 10.—Products.....	36
Quantity and value.....	36
Production, not sales, desired.....	36
Selling value at the works desired.....	37
Intermediate products.....	37
Exclusion of freight.....	37
Deduction of discounts.....	37
Selling departments.....	37
Exceptions in certain industries.....	38
Itemization of products.....	38
Contract work for others.....	38
Custom work and repairing.....	38
If expenses reported exceed value of products.....	38
Inquiry 11.—Power.....	39
Power owned.....	39
Power rented.....	39
Inquiry 12.—Fuel used.....	39
Quantity of fuel used.....	39
Coke and gas made by establishment.....	39
Inquiry 13.—Remarks.....	39
Explanation frequently required.....	39
Certificate.....	40
Period covered.....	40
Signatures required.....	41
Supplemental schedules.....	41
List of supplemental schedules.....	41
Object of supplemental schedules.....	42
Administrative and general office schedule described.....	44

**MINES AND QUARRIES AND PETROLEUM AND NATURAL GAS
WELLS.**

General instructions.....	45
Instructions for census of manufactures apply.....	45
Verification of name and address of company.....	45
Unit of enumeration.....	45
Mines, mills, quarries, and wells to be reported.....	45
Operations to be omitted from the census.....	45
Development work to be reported.....	46

	Page.
General instructions—Continued.	
Mining and manufacturing.....	46
Clay mining and clay products.....	46
Limestone and lime.....	46
Natural-gas gasoline.....	46
Salt mines and plants producing salt from sea, lake, or well brines.....	47
The milling of minerals and earths.....	47
General schedules for mines and quarries and for petroleum and natural gas.....	48
General schedule required for each mine, quarry, mineral-reduction mill, well, or group of wells.....	48
Inquiry 1.—Description of establishment.....	48
Name.....	48
Location of mine and quarry.....	48
Inquiry 2.—Capital actually invested and area of mineral and other lands.....	48
Capital.....	48
Lands.....	49
Inquiry 4.—Wage earners, including employees paid by ton, car, yard, or other unit.	49
Number of classes.....	49
Labor indirectly employed.....	49
Inquiry 6.—Salary and wage payments.....	49
Net amount required.....	49
Contract miners.....	50
Miners and others compensated by share of product.....	50
Amount paid for contract work.....	51
Inquiry 8.—Miscellaneous expenses.....	51
Rent and royalties.....	51
Development work.....	51
Supplemental schedules.....	51
Cooperation with Geological Survey and Bureau of Mines.....	51
Application of supplemental schedules.....	52
List of supplemental schedules.....	52
Mines and quarries.....	53
Petroleum and natural gas.....	53
Abrasive materials (Form 201).....	53
Anthracite coal.....	54
Bituminous coal.....	54
Fluorspar.....	54
Manganese and manganiferous ores.....	55
Placer and surface mines.....	55
Gold, silver, copper, lead, and zinc, deep mines (Form 217).....	55
Lead and zinc mines (Form 222).....	56
Reduction mills.....	57
Lake copper mines.....	58
Lead smelters, copper smelters, tin smelters, zinc smelters, and antimony smelters.....	58
Refineries (copper and lead).....	59
The stone industries—Basalt (trap rock) (Form 207); granite (Form 218); lime- stone and dolomite (Form 223); marble (Form 226); sandstone (Form 235); and slate (Form 237).....	59
Petroleum and natural gas.....	60
Printed reports of mining, quarrying, and oil and gas producing companies.....	61

CONTENTS.

SUPPLEMENTAL INSTRUCTIONS TO CHIEF SPECIAL AGENTS.

Page.

In charge of important districts.....	62
Special responsibility of chief special agents.....	62
Selection and organization of force of special agents.....	62
Authority of chief special agents to suspend assistant agents.....	62
Amount of work expected of assistant agents.....	62
Instructions and supervision of assistant agents.....	63
Record cards.....	63
Assignment of assistant agents to districts or special classes of industries.....	64
Examination of reports by chief special agents.....	64
Detail of clerks from the office to assist in the examination of schedules.....	65
Reports after examination to be promptly forwarded to the Bureau of the Census..	65
Securing of reports from "central offices".....	65
Cases when report by mail may be made.....	65
Securing of reports in specially difficult cases and closing of the canvass in the district.....	66
Central office.....	66
Supply of forms.....	66

SUPPLEMENTAL INSTRUCTIONS TO "OFFICE AGENTS."

To instruct local agents.....	67
General duties.....	67
Visiting local agents.....	67
Authority to reject or suspend local agents.....	68
Instruction of local agents.....	68
District to be personally canvassed by "office agent".....	68
Extracts from the Act of Congress providing for the Fourteenth and subsequent decennial censuses, Act approved March 3, 1919.....	69
INDEX.....	72

NOTE TO SPECIAL AGENTS AND CLERKS.



DEPARTMENT OF COMMERCE,
BUREAU OF THE CENSUS,
Washington, December 31, 1919.

The following instructions to special agents and clerks employed in taking the census of manufactures and mines and quarries are hereby approved. The canvass will be made under the supervision of the Chief Statistician for Manufactures, and all special agents and clerks engaged in field work must follow the instructions of that official.

There is but a limited time in which to complete this work, and it is essential that all employees exert themselves to the utmost. Those who do satisfactory work will be reassigned to other districts and retained in the service until the canvass is finished.

Sam. G. Rogers

Director of the Census.