QUARTERLY SURVEY OF PLANT CAPACITY UTILIZATION

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

INTERNET REPORTING — We encourage you to complete this survey online at: https://portal.census.gov

User ID: ___________________________ Password: ___________________________

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: ____________

☐ Sold or leased to another company ➤ Date sold or leased: ____________

SOLD OR LEASED TO

Name

Street

City

State

Zip Code

Country

CONTINUE WITH Item 2 ON PAGE 2.

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.
### Item 2  VALUE OF PRODUCTION

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

<table>
<thead>
<tr>
<th>ACTUAL PRODUCTION</th>
<th>$Bil.</th>
<th>Mil.</th>
<th>Thou.</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>FULL PRODUCTION CAPABILITY</th>
<th>$Bil.</th>
<th>Mil.</th>
<th>Thou.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Capacity Utilization</th>
<th>%</th>
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</table>

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

### 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
- [ ] 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.**
### 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.

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

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.

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<th></th>
<th>$Bl.</th>
<th>Mil.</th>
<th>Thou.</th>
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</table>

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

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

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<thead>
<tr>
<th>Name (Please print)</th>
<th>Area code</th>
<th>Number</th>
<th>Extension</th>
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