Instructions for Completing the Commodity Flow Survey

TIPS FOR COMPLETING THE CFS QUESTIONNAIRE

Please read all instructions.

You may use estimates if book figures are not readily available.

If you have questions about completing the survey, a Census Bureau representative will be glad to assist you. You can call us at 1-800-772-7851.

Some instructions are included on the questionnaire itself. However, due to space limitations, most of the instructions and definitions are included in separate reference materials. These include this instruction guide, and a listing of commodity codes to be used for classifying individual shipments in this survey.

PART I – GENERAL INFORMATION

Frequently Asked Questions About the Commodity Flow Survey (CFS)

Why are you conducting the CFS?

The CFS produces valuable measures of the demands on the nation's transportation system.

The results of the CFS are used by transportation policy makers to analyze future transportation needs.

Who reports in the CFS?

The CFS covers a sample of establishments in the mining, manufacturing, wholesale, and selected retail industries.

Why is my participation important?

Your establishment was selected as part of a sample designed to represent a wide range of industries and geographic regions.

Your report helps ensure quality results.

Is this survey mandatory?

Yes. The CFS is mandatory under the authority of Title 13, United States Code (USC).

Will my data be kept confidential?

Yes. The same law that requires your participation, Title 13, USC, also guarantees your data will be kept strictly confidential.

The reports you provide the Census Bureau cannot be used for purposes of taxation, regulation, or investigation.

Your report is used only to develop summary data that do not reveal the activities of individual firms or establishments.

How often must I report?

You will be sent four questionnaires in all: one during each quarter of 1997.

The CFS will not be conducted again until 2002.

PART II – INSTRUCTIONS FOR COMPLETING YOUR QUESTIONNAIRE

Items A – C

Please enter the information requested on your establishment's name, operational status, and physical location.

Item D

Enter in the space provided your total number of outbound shipments **for the one week reporting period** on the front of the questionnaire.

Please include in this count any materials picked up by the customer ("customer pick-up").

What we mean by a "shipment":

For the purposes of this survey, a shipment is a single movement of goods, commodities, products, etc. from your location to a customer or to another location of your company.

"Commodities" refer to items that your location produces, sells, or distributes, *not* to items that are considered by-products of your location's operation.

What we don't mean by a "shipment":

Do *not* include as shipments items such as inter-office memos, payroll checks, business correspondence, etc.

Do *not* include as shipments items such as refuse, scrap paper, waste, and recyclable materials **unless** your location is in the business of selling or providing these materials to others.

A special note about "shipments":

A full, or partial, truckload should be counted as a single shipment only if all the commodities on the truck are destined for one location.

If a truck makes multiple deliveries on a route, **please count each stop as one shipment.**

Item E: Sampling Instructions

If you reported 40 or fewer shipments in Item D, complete Item F (Shipment Characteristics) for all of your shipments covered by the one-week reporting period.

If you reported more than 40 shipments in Item D, follow the instructions in Item E in order to select a sample of shipments on which to report in Item F.

By asking you to select a sample of your shipments for the one-week reporting period, we avoid asking you for information on all your shipments, while still obtaining statistically accurate information.

Reminder: The files you are sampling from should reflect the full range of your location's shipping activities in terms of modes of transportation used, commodities shipped, and destinations.

We're here to answer your questions! If you have questions about the sampling process (or any part of the questionnaire) please call us at 1-800-772-7851.

PART II – INSTRUCTIONS FOR COMPLETING YOUR QUESTIONNAIRE – Continued

Item F: Shipment Characteristics

● **Shipment ID Number (column b) –** Enter the invoice number, shipment number, or some other unique identification number that your establishment could use to find this particular shipping document if questions arise regarding your report.

● **Shipment Date (column c) –** Enter the month and day of the shipment. If shipment date is not available, use the invoice/shipping document date. Use numbers only.

● **Shipment Value (column d) –** Enter the dollar value, in whole dollars, of the entire shipment. The value should not include freight charges or excise taxes (i.e., report the net selling value, f.o.b. plant). If the value is not readily available from your records, please estimate.

● **Shipment Weight (column e) –** Enter the weight of the total shipment in whole pounds. If weight is not readily available from your records, please estimate.

● **Commodity Code (column f) –** Please use the list of Standard Classification of Transported Goods (SCTG) Codes in the enclosed SCTG Manual to select the proper code. For shipments with more than one commodity, enter only the code for the commodity with the greatest weight.

● **Commodity Description (column g) –** Enter a brief description of the commodity shipped. For shipments with more than one commodity, describe only the commodity with the greatest weight. Do not use trade names, catalog numbers, or other codes not familiar to persons outside your business.

Item F SHIPMENT CHARACTERISTICS						
Line No. (a)	Shipment ID Number (b)	Shipment date (c) Month	Day	Shipment value (excluding shipping costs) in whole dollars (d)	Shipment weight in pounds (e)	Commodity code from SCTG Manual (f)	Commodity description (g)
0	123-5	4	26	4,235	140	3 6 1 2 0	Electrical transformers
00	123-6	4	26	125,300	626,500	1 7 1 0 0	Gasoline
1							
2							
3							
4							

Mode of transport codes for columns (k) and (n) ▶ **1** — Parcel delivery, courier, or U.S. Postal Service **2** — Private truck **3** — For-hire truck **4** — Railroad *Continued* ⟶

Item F: Shipment Characteristics – Continued

- **For Hazardous Materials (column h) –** If shipment is a hazardous material, enter the 4-digit United Nations or North American number.

- **Containerized (column i) –** Indicate whether or not the shipment was containerized by entering "Y" or "N" (yes or no). Containerized means that the shipment **left your establishment** in an intermodal container or stackable tank without permanently attached wheels. These containers typically vary from 20 to 53 feet in length, and are carried on truck chassis, trains, and ships.

- **U.S. Destination: City, State, and ZIP Code (column j) –** For domestic shipments, enter the city, state, and 5-digit ZIP Code of the buyer/receiver as it appears on the shipping document. Use the **"ship to"** address. Use the two letter state abbreviation shown in Part IV.

  For **export shipments,** report the U.S. **port of exit** as the destination city. The port of exit is the port or airport from which the shipment left the country. In case of land shipments into Mexico or Canada, it is the border crossing.

- **Mode(s) of Transport (column k) –** Enter the code(s) for **all** modes of transport used for the shipment to its U.S. destination (i.e., the destination reported in column j). Codes are located on the bottom of pages 2, 3, 4, and 5 of the questionnaire. Enter in the sequence used, all that apply. See Part III for definitions of each mode.

  For Customer Pick-up: Report the mode(s) of transportation used, if known. Otherwise, report mode as "0" (unknown).

  For Export Shipments: List only the mode(s) of transport used to reach the port, airport, or border crossing of exit.

If a hazardous material, enter the "UN" or "NA" number (h)	Containerized? (Y/N) (i)	U.S. destination (j)			Mode(s) of transport to U.S. destination *Enter all that apply using codes shown below.* (k)
		City	State	ZIP Code	
	N	Los Angeles	C A	9 0 0 4 0	2, 4, 3
	N	New York	N Y	1 0 4 5 4	5

Item F: Shipment Characteristics – Continued

● **Export Shipment (column I) –** Indicate whether or not the shipment is intended for export outside of the United States, by entering a "Y" or "N" (yes or no). For purposes of this survey, shipments to Puerto Rico and U.S. territories and possessions are considered exports.

● **Foreign Destination: City and Country (column m) ––** If the shipment is an export, enter the foreign city and country of destination. **For U.S. Destination (column j),** enter the U.S. port , airport, or border crossing of exit. **In column (k),** enter the mode of transport used to the U.S. destination.

● **Export Mode (column n) –** If the shipment is an export, enter the code for the mode of transport by which the shipment left the country. Codes are located at the bottom of pages 2, 3, 4, and 5 of the questionnaire.

Export? (Y/N)	Foreign destination (for export shipments only) Note: In column (j) enter the U.S. port, airport, or border crossing of exit. (m)		Export mode	Line No.
	City	Country		
(I)			(n)	(o)
N				0
Y	London	England	6	00
				1
				2
				3
				4
				5

Items G – I

Please enter the information requested.

Item J: Certification

Please enter the name and telephone number of the person to contact in the event that we have a question about your report.

PART III – MODE DEFINITIONS

Parcel delivery/Courier/U.S. Postal Service – Delivery services that carry letters, parcels, packages, and other small shipments that typically weigh less than 100 pounds. Includes bus parcel delivery service.

Private truck – Trucks operated by a temporary or permanent employee of this establishment or the buyer/receiver of the shipment.

For-hire truck – Trucks that carry freight for a fee collected from the shipper, recipient of the shipment, or an arranger of the transportation.

Railroad– Any common carrier or private railroad.

Shallow draft vessel – Barges, ships, or ferries operating primarily on rivers and canals; in harbors, the Great Lakes, the Saint Lawrence Seaway; the Intracoastal Waterway, the Inside Passage to Alaska, major bays and inlets; or in the ocean close to the shoreline.

Deep draft vessel – Barges, ships, or ferries operating primarily in the open ocean. Shipping on the Great Lakes and the Saint Lawrence Seaway is classified with shallow draft vesels.

Pipeline – Movements of oil, petroleum, gas, slurry, etc. through pipelines that extend to other establishments or locations beyond the shipper's establishment. Aqueducts for the movement of water are not included.

Air – Commercial or private aircraft, and all air service for shipments that typically weigh more than 100 pounds. Includes air freight and air express.

Other mode – Any mode not listed above.

Unknown – The shipment was not carried by a parcel delivery/courier/U.S. Postal service, and you cannot determine what mode of transportation is used.

Note: Commodities that are "shipped" under their own power, such as boats, barges, ferries, ships, aircraft, trucks, and trains **should be classified with the appropriate mode above.** Commodities shipped under their own power for which an appropriate mode is not listed (e.g., buses, recreational vehicles) should be listed as **"other" mode.**

PART IV -- STATE ABBREVIATION LIST

State	Abbrev.	State	Abbrev.
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Col.	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

NOTICE - We estimate that it will take an average of 2 hours to complete this form. This includes time to read instructions, assemble and review information, and record answers on the form. If you have any comments regarding this estimate or any other aspect of this survey, send them to the Associate Director for Administration, Attn: Paperwork Reduction Project 0607-0189, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-0001. Respondents are not required to respond to any information collection unless it displays a valid approval number in the top right corner on the front of the questionnaire.

FORM CFS-1100 (11-4-96)

TRANSPORTATION–COMMODITY FLOW SURVEY

U.S. Census Bureau, 1997 Economic Census