



## INSTRUCTION BOOKLET

### **GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS FOR COMMISSION QUESTIONNAIRES**

*Stainless Steel Plate in Coils  
from Belgium, Italy, Korea, South Africa, and Taiwan*

**Investigation Nos. 701-TA-376 and 379 and  
731-TA-788, 790-793 (Second Review)**

*Further information.*--If you have any questions concerning the enclosed questionnaire(s) or other matters related to these reviews, you may contact the following members of the Commission's staff:

*Keysha Martinez, investigator (202-205-2136; E-mail keysha.martinez@usitc.gov)  
regarding general questions and trade and related information;*

*Mary Klir, auditor (202-205-3247; E-mail mary.klir@usitc.gov)  
regarding financial information; and*

*Cindy Cohen, economist (202-205-3230; E-mail cindy.cohen@usitc.gov)  
regarding pricing, market, and related information.*

## **GENERAL INFORMATION**

**Background**-- On May 11, 1999, the Department of Commerce (Commerce) issued countervailing duty orders on imports of stainless steel plate in coils from Belgium, Italy, and South Africa (64 F.R. 25288). On May 21, 1999, Commerce also issued antidumping duty orders on imports of stainless steel plate in coils from Belgium, Canada, Italy, Korea, South Africa, and Taiwan (64 F.R. 27756).

On April 1, 2004, the Commission instituted reviews pursuant to section 751(c) of the Tariff Act of 1930 (19 U.S.C. § 1675(c)) (the Act) to determine whether revocation of the orders would be likely to lead to continuation or recurrence of material injury to the domestic industry within a reasonably foreseeable time (69 F.R. 17235). Following five year reviews by Commerce and the Commission, effective July 18, 2005, Commerce issued a continuation of the countervailing duty orders on stainless steel plate from Belgium, Italy, and South Africa and the antidumping duty orders on stainless steel plate from Belgium, Italy, Korea, South Africa, and Taiwan (70 FR 41202). Effective May 21, 2004, Commerce issued a revocation of the antidumping duty order on stainless steel plate from Canada (70 F.R. 41207, July 18, 2005). Effective March 28, 2006 Commerce issued a revocation of the countervailing duty order on stainless steel plate from Italy (71 FR 15380).

On June 1, 2010, the Commission instituted reviews pursuant to section 751(c) of the Tariff Act of 1930 (19 U.S.C. § 1675(c)) (the Act) to determine whether revocation of the orders would be likely to lead to continuation or recurrence of material injury to the domestic industry within a reasonably foreseeable time (75 F.R. 30434). Each order for which the Commission and Commerce make affirmative determinations will remain in place. If the Commission makes a negative determination on a particular order, the Department of Commerce will revoke that order.

Questionnaires and other information pertinent to these reviews are available at [http://www.usitc.gov/trade\\_remedy/731\\_ad\\_701\\_cvd/investigations/2010/stainless\\_steel\\_plate/reviewphase.htm](http://www.usitc.gov/trade_remedy/731_ad_701_cvd/investigations/2010/stainless_steel_plate/reviewphase.htm). Address all correspondence to the United States International Trade Commission, Washington, DC 20436. Hearing-impaired individuals can obtain information regarding these reviews via the Commission's TDD terminal (202-205-1810).

**Due date of questionnaire(s)**.—Except where instructed otherwise, return the completed questionnaire(s) to the United States International Trade Commission by no later than March 16, 2011. Use of an overnight mail service may be necessary to ensure that your response actually reaches the Commission by **March 16**. Please make sure the completed questionnaire is sent to the attention of Keysha Martinez (U.S. Producer, Importer, and Foreign Producer questionnaires) or Cindy Cohen (Purchaser questionnaires). **Return only one copy of the completed questionnaire(s), but please keep a copy for your records so that you can refer to it if the Commission staff contacts you with any questions during the course of the reviews.**

## **GENERAL INFORMATION--Continued**

**Service of questionnaire response(s).**--In the event that your firm is a party to these reviews, you are required to serve a copy of the questionnaire(s), once completed, on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties is maintained by the Commission's Secretary and may be obtained by calling 202-205-1803. A certificate of service must accompany the copy of the completed questionnaire(s) you submit (see 19 CFR § 207.7).

**Confidentiality.**--The commercial and financial data furnished in response to the enclosed questionnaire(s) that reveal the individual operations of your firm will be treated as confidential by the Commission to the extent that such data are not otherwise available to the public and will not be disclosed except as may be required by law (see 19 U.S.C. § 1677f). Such confidential information will not be published in a manner that will reveal the individual operations of your firm; however, nonnumerical characterizations of numerical business proprietary information (such as discussion of trends) will be treated as confidential business information only at the request of the submitter for good cause shown.

**Verification.**--**The information submitted in the enclosed questionnaire(s) is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all your workpapers and supporting documents used in the preparation of the questionnaire response(s).**

**Release of information.**--The information provided by your firm in response to the questionnaire(s), as well as any other business proprietary information submitted by your firm to the Commission in connection with the reviews, may become subject to, and released under, the administrative protective order provisions of the Tariff Act of 1930 (19 U.S.C. § 1677f) and section 207.7 of the Commission's Rules of Practice and Procedure (19 CFR § 207.7). This means that certain lawyers and other authorized individuals may temporarily be given access to the information for use in connection with these reviews or other import-injury proceedings or reviews conducted by the Commission on the same or similar merchandise; those individuals would be subject to severe penalties if the information were divulged to unauthorized individuals.

## **INSTRUCTIONS**

**Answer all questions.**--Do not leave any question or section blank unless a questionnaire expressly directs you to skip over certain questions or sections. If the answer to any question is "none," write "none." **If information is not readily available from your records in exactly the form requested, furnish carefully prepared estimates--designated as such by the letter "E"--and explain the basis of your estimates.** Answers to questions and any necessary comments or explanations should be supplied in the space provided or on separate sheets attached to the appropriate page of the questionnaire(s). If your firm is completing more than one questionnaire in connection with these reviews (i.e., a producer, importer, and/or purchaser questionnaire), you need not respond to duplicated questions in the questionnaires.

**Consolidate all U.S. establishments.**--Report the requested data for your establishment(s) located in the United States. **Firms operating more than one establishment should combine the data for all establishments into a single report.**

**Electronic completion.**--Your firm is encouraged (but not required) to complete the questionnaire electronically in MS Word format. The MS Word versions of all the questionnaires in these investigations are available online at the ITC web page or may be obtained directly from the Commission's Investigator, Keysha Martinez (202-205-2136, [keysha.martinez@usitc.gov](mailto:keysha.martinez@usitc.gov)).

**Electronic submission.**--To the degree that it is possible and not overly burdensome, the Commission requests that responding firms submit their questionnaire responses electronically in MS Word format. The completion and receipt of questionnaire responses in the MS Word format allows the Commission to easily compile and analyze submitted data. There are three electronic submissions options detailed below. Paper and hardcopy submissions are also accepted.

## SUBMISSION OPTIONS

- 1) **Upload via Secure Drop Box.**--Upload the completed questionnaire in MS Word format along with a scanned copy of the signed certification page (page 1) through the Commission's secure upload facility:

Web address: <https://dropbox.usitc.gov/oinv/>

Pin: SSPR2

- 2) **E-mail.**--E-mail the completed questionnaire to Keysha Martinez ([keysha.martinez@usitc.gov](mailto:keysha.martinez@usitc.gov)) in MS Word format and include a scanned copy of the signed certification page (page 1).<sup>1</sup>
- 3) **Compact disc (CD).**--Copy or burn the completed questionnaires in MS Word format along with a scanned copy of the signed certification page (page 1), and mail the CD to the address below via overnight mail service (regular U.S. mail undergoes security treatments that often damage CDs).
- 4) **U.S. mail or overnight mail service.**--Mail to the following address:

**United States International Trade Commission  
Office of Investigations, Room 615  
500 E Street SW  
Washington, DC 20024 (overnight)  
Washington, DC 20436 (U.S. mail)**

- 5) **Fax.**--Fax to 202.205.3205.

**Note to parties.**--If you are a party to the investigations, and service of the questionnaire(s) is required, such service should be made in paper form pursuant to the applicable Commission rules for the purposes of service. However, all parties are instructed to encourage their clients to complete the questionnaires electronically and to forward any electronically completed questionnaires in the underlying MS Word format to the Commission's Investigator (e-mail or upload) at the time of service.

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<sup>1</sup> Please note that submitting your questionnaire by e-mail may subject your firm's business proprietary information to transmission over an unsecure environment and to possible disclosure. If you choose this option, the Commission warns you that any risk involving possible disclosure of such information is assumed by the submitter and not by the Commission.

## **DEFINITIONS**

**Stainless steel plate in coils.**—Stainless steel is an alloy steel containing, by weight, 1.2 percent or less of carbon and 10.5 percent or more of chromium, with or without other elements. Stainless steel plate in coils are stainless steel flat-rolled products, 254 mm or over in width and 4.75 mm or more in thickness, in coils, and annealed or otherwise heat-treated and pickled or otherwise descaled. Stainless steel plate in coils may also be further processed (e.g., cold-rolled, polished, or “re-rolled” etc.) provided that it maintains the specified dimensions of plate following such processing. Excluded from the scope of these reviews are the following: (1) plate not in coils, (2) plate that is not annealed or otherwise heat-treated and pickled or otherwise descaled, (3) sheet and strip, and (4) flat bars.<sup>2</sup>

**Certain hot-rolled stainless steel plate in coils (“HRAP in coils”).**—All stainless steel plate in coils except for certain cold-rolled stainless steel plate in coils as defined below.

**Certain cold-rolled stainless steel plate in coils (“cold-rolled in coils”).**—All stainless steel plate in coils that has undergone a cold-reduction process that reduces the thickness of the steel by 25 percent or more, and has been annealed and pickled after cold reduction.

**Firm.**--An individual proprietorship, partnership, joint venture, association, corporation (including any subsidiary corporation), business trust, cooperative, trustee in bankruptcy, or receiver under decree of any court.

**Related firm.**--A firm that your firm solely or jointly owned, managed, or otherwise controlled; a firm that solely or jointly owned, managed, or otherwise controlled your firm; and/or a firm that was solely or jointly owned, managed, or otherwise controlled by a firm that also solely or jointly owned, managed, or otherwise controlled your firm.

**Establishment.**--Each facility of a firm in the United States involved in the production, importation, and/or purchase of stainless steel plate (as defined above), including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

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<sup>2</sup> The subject plate products, if imported, are currently classified in or reported under subheadings/statistical reporting numbers of the *Harmonized Tariff Schedule of the United States (HTS)* as follows: 7219.11.0030, 7219.11.0060, 7219.12.0006, 7219.12.0021, 7219.12.0026, 7219.12.0051, 7219.12.0056, 7219.12.0066, 7219.12.0071, 7219.12.0081, 7219.31.0010, 7219.90.0010, 7219.90.0020, 7219.90.0025, 7219.90.0060, 7219.90.0080, 7220.11.0000, 7220.20.1010, 7220.20.1015, 7220.20.1060, 7220.20.1080, 7220.20.6005, 7220.20.6010, 7220.20.6015, 7220.20.6060, 7220.20.6080, 7220.90.0010, 7220.90.0015, 7220.90.0060, and 7220.90.0080.

## **DEFINITIONS--Continued**

**United States.**--For purposes of these reviews, the 50 States, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia.

**Importer.**--Any person or firm engaged, either directly or through a parent company or subsidiary, in importing stainless steel plate (as defined above) into the United States from a foreign manufacturer or through its selling agent.

**Imports.**--Those products identified for Customs purposes as imports for consumption for which your firm was the importer of record (i.e., was responsible for paying any import duty) or consignee (i.e., to which the merchandise was first delivered).

**Import quantities.**--Quantities reported should be net of returns.

**Import values.**--Values reported should be landed, duty-paid values (but not including antidumping and/or countervailing duties) at the U.S. port of entry, including ocean freight and insurance costs, brokerage charges, and normal import duties (i.e., including all charges except inland freight in the United States and antidumping and/or countervailing duties).

**Purchaser.**--Any person or firm engaged, either directly or through a parent company or subsidiary, in purchasing stainless steel plate (as defined above) from another firm that produces, imports, or otherwise distributes stainless steel plate. A retail firm that is the importer of record may be considered a purchaser.

## **DEFINITIONS--Continued**

**Purchases**--Purchases from all sources, NOT including direct imports from foreign sources located outside of the United States (which should be reported in an importer questionnaire).

**Purchase quantities**--Quantities reported should be net of returns.

**Purchase values**--Values reported should be net values (i.e., gross purchase values less all discounts, allowances, rebates, and the value of returned goods), delivered to your U.S. receiving point.

**Shipments**--Shipments of products produced in or imported by your U.S. establishment(s). Include shipments to the contracting firm of product produced by your firm under a toll agreement.

**Shipment quantities**--Quantities reported should be net of returns.

**Shipment values**--Values reported should be net values (i.e., gross sales values less all discounts, allowances, rebates, prepaid freight, and the value of returned goods), f.o.b. your U.S. point of shipment. The value of domestic shipments to the contracting firm under a toll agreement is the conversion fee (including profit).

### **Types of shipments:**

**U.S. shipments**--Commercial shipments, internal consumption, and transfers to related firms within the United States.

**Commercial shipments**--Shipments, other than internal consumption and transfers to related firms, within the United States.

**Internal consumption**--Product consumed internally by your firm.

**Transfers to related firms**--Shipments made to related domestic firms.

**Export shipments**--Shipments to destinations outside the United States, including shipments to related firms.

**Inventories**--Finished goods inventory, not raw materials or work-in-progress.

### **The following definitions apply only to the PRODUCER QUESTIONNAIRE.**

**Average production capacity**--The level of production that your establishment(s) could reasonably have expected to attain during the specified periods. Assume normal operating conditions (i.e., using equipment and machinery in place and ready to operate; normal operating levels (hours per week/weeks per year) and time for downtime, maintenance, repair, and cleanup; and a typical or representative product mix).

## **DEFINITIONS--Continued**

**Toll agreement.**--Agreement between two firms whereby the first firm furnishes the raw materials and the second firm uses the raw materials to produce a product that it then returns to the first firm with a charge for processing costs, overhead, etc.

**Production.**--All production in your U.S. establishment(s), including production consumed internally within your firm and production for another firm under a toll agreement.

**PRWs.**--Production and related workers, including working supervisors and all nonsupervisory workers (including group leaders and trainees) engaged in fabricating, processing, assembling, inspecting, receiving, storage, handling, packing, warehousing, shipping, trucking, hauling, maintenance, repair, janitorial and guard services, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with the above production operations.

**Average number employed.**--Add the number of employees, both full-time and part-time, for the 12 pay periods ending closest to the 15th of the month and divide that total by 12.

**Hours worked.**--Include time paid for sick leave, holidays, and vacation time. Include overtime hours actually worked; do not convert overtime pay to its equivalent in straight-time hours.

**Wages paid.**--Total wages paid before deductions of any kind (e.g., withholding taxes, old-age and unemployment insurance, group insurance, union dues, bonds, etc.). Include wages paid directly by your firm for overtime, holidays, vacations, and sick leave.

**Fiscal year.**--The 12-month period between settlement of your firm's financial accounts.

**Continued Dumping and Subsidy Offset Act (Byrd Amendment) funds received.**--Funds disbursed by the Bureau of Customs and Border Protection under the Continued Dumping and Subsidy Offset Act of 2000 (the "Byrd Amendment"). The Byrd Amendment provides for the annual distribution of the duties collected pursuant to antidumping and countervailing duty orders. The distribution is available to "affected domestic producers for qualifying expenditures."

**Purchases other than direct imports.**--Purchases from U.S. producers, U.S. importers, and other U.S. sources.