



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

### **IRONING TABLES AND CERTAIN PARTS THEREOF FROM CHINA Investigation No. 731-TA-1047 (Final)**

***Further information.--If you have any questions concerning the enclosed questionnaire(s) or other matters related to this investigation, you may contact the following members of the Commission's staff (Fax 202-205-3205):***

***Megan Spellacy, investigator (202-205-3190; E-mail [mspellacy@USITC.GOV](mailto:mspellacy@USITC.GOV)) regarding general questions and trade and related information;***

***John Fry, auditor (202-708-4157; E-mail [jfry@USITC.GOV](mailto:jfry@USITC.GOV)) regarding financial information; and***

***Mary Pedersen, economist (202-205-3247; E-mail [mpedersen@USITC.GOV](mailto:mpedersen@USITC.GOV)) regarding pricing, market, and related information.***

## GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS

### GENERAL INFORMATION

***Background.***--This investigation was instituted in response to a petition filed on June 30, 2003 by Home Products International, Inc. (HPI), Chicago, IL. Countervailing duties may be assessed on the subject imports as a result of this investigation if the Commission makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce makes an affirmative determination of dumping.

Additional questionnaires will be supplied promptly upon request, or photocopies of the enclosed questionnaire(s) may be used. Address all correspondence to the United States International Trade Commission, Washington, DC 20436. Hearing-impaired individuals can obtain information regarding this investigation via the Commission's TDD terminal (202-205-1810).

***Due date of questionnaire(s).***--Return the completed questionnaire(s) to the United States International Trade Commission by no later than April 23, 2004. Use of an overnight mail service may be necessary to ensure that your response actually reaches the Commission by **April 23, 2004**. Please make sure the completed questionnaire is sent to the attention of **Megan Spellacy, Office of Investigations**. **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 investigation.**

***Service of questionnaire response(s).***--In the event that your firm is a party to this investigation, 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).**

## GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS--Continued

### GENERAL INFORMATION--Continued

***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 investigation, 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 this investigation or other import-injury investigations 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. In addition, if your firm is a U.S. producer, the information you provide on your production and imports of ironing tables and certain parts thereof and your responses to the questions in Part I of the producer questionnaire will be provided to the U.S. Department of Commerce, upon its request, for use in connection with (and only in connection with) its requirement pursuant to section 732(c)(4) of the Act (19 U.S.C. § 1673a(c)(4)) to make a determination concerning the extent of industry support for the petition requesting this investigation. Any information provided to Commerce will be transmitted under the confidentiality and release guidelines set forth above. Your response to these questions constitutes your consent that such information be provided to Commerce under the conditions described above.

### 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 this investigation (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.**

## GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS--Continued

### DEFINITIONS

***Ironing tables.***--Floor-standing, metal-top ironing tables, assembled or unassembled<sup>1</sup>, complete or incomplete<sup>2</sup>, as covered by statistical reporting number 9403.20.0010 of the Harmonized Tariff Schedule (HTS) through June 30, 2003, and statistical reporting number 9403.20.0011 as of July 1, 2003. The subject tables are designed and used principally for the hand ironing or pressing of garments or other articles of fabric. The subject tables have full-height leg assemblies that support the ironing surface at an appropriate (often adjustable) height above the floor. The subject tables are produced in a variety of leg finishes, such as painted, plated, or matte, and they are available with various features, including iron rests, linen racks, and others. The subject ironing tables may be sold with or without a pad and/or cover. All types and configurations of floor-standing, metal-top ironing tables are covered by this investigation.

**However, metal-top ironing tables or models that either (1) are intended to be used without legs (such as models that mount on walls or over doors) or (2) are tabletop or countertop models with short legs that do not exceed 12 inches in length (that may or may not collapse or retract) are excluded.** Also excluded are ironing tables with a top of other than metal (e.g., of a wood product such as pressboard or of a plastic or other non-metal compound).

***Certain parts of ironing tables.***--Certain parts or components of ironing tables, as defined above: the major parts or components of ironing tables consist of the metal top component (with or without assembled supports and slides) and/or the leg components, whether or not attached together as a leg assembly. The parts covered herein are separately shipped metal top components and leg components, without regard to whether the respective quantities would yield an exact quantity of assembled ironing tables. Parts of ironing tables are covered by statistical reporting number 9403.90.8040 of the HTS.

***Excluded over-door, wall-mounted, tabletop, or countertop ironing boards.***--Metal-top ironing tables or models that either (1) are intended to be used without legs (such as models that mount on walls or over doors) or (2) are tabletop or countertop models with short legs that do not exceed 12 inches in length (that may or may not collapse or retract). These excluded over-door, wall-mounted, tabletop or countertop ironing boards are designed and used principally for the hand ironing or pressing of garments or other articles of fabric (some are designed specifically for the ironing of sleeves). There are very limited questions in the questionnaires on these excluded products (questions IV-B-11(a) and V-1 through V-8 in the U.S. producers'

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<sup>1</sup> "Unassembled" ironing tables means product requiring the attachment of the leg assembly to the top or the attachment of an included feature, such as an iron rest or linen rack.

<sup>2</sup> "Complete" ironing tables means product sold as a ready-to-use ensemble consisting of the metal-top table and a pad and cover, with or without additional features, e.g., iron rest or linen rack; "incomplete" ironing tables means product shipped or sold as a "bare board"--i.e., a metal-top table only, without the pad and cover, with or without additional features.

## **GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS--Continued**

### **DEFINITIONS--Continued**

questionnaire; questions II-6-C, III-B-11(a) and III-C in the importers' questionnaire; and questions III-3, III-22(a), and VII-1 in the purchasers' questionnaire).

***Bundled Goods*** --For purposes of this investigation, the term “bundled” is defined as the sale of an ironing table with a non-ironing table product or products in which the price of the ironing table is affected by the group negotiated price.

***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 ironing tables and certain parts thereof (as defined above), including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

***United States*** --For purposes of this investigation, 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 ironing tables and certain parts thereof (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 at the U.S. port of entry, including ocean freight and insurance costs, brokerage charges, and import duties (i.e., all charges except inland freight in the United States).

## **GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS--Continued**

### **DEFINITIONS--Continued**

**Purchaser**--Any person or firm engaged, either directly or through a parent company or subsidiary, in purchasing ironing tables and certain parts thereof (as defined above) from another firm that produces, imports, or otherwise distributes ironing tables and certain parts thereof.

**Purchases**--Purchases from all sources, NOT including direct imports from foreign producers (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.

## **GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS--Continued**

### **DEFINITIONS--Continued**

**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).

**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.