

2002 ECONOMIC CENSUS OF PUERTO RICO Manufacturing

INFORMATION SHEET

The 2002 Puerto Rico Economic Census covers establishments in the following areas of economic activity:

Manufacturing - The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

Mining - The Mining sector comprises establishments that extract naturally occurring mineral solids. The term mining is used in the broad sense to include quarrying.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 18 AND COMPLETE** the report form as accurately as possible.

DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where manufacturing is performed. This includes all locations of a company or organization, including administrative offices, that were in operation at any time during 2002.

GENERAL INSTRUCTIONS

- Complete a separate report form for each establishment owned or controlled by your company or organization. If you did not receive a separate report form for each establishment, visit our web site at www.census.gov/econhelp or call 1-800-233-6136 between 8:00 a.m. and 8:00 p.m., eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2002. If book figures are not available, **estimates are acceptable**. However, if the accounting fiscal year is different from the calendar year, fiscal year figures will be acceptable for all items except payroll (calendar year figures for payroll should be available from the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return). Indicate in item **30**, the exact dates covered.
- If an establishment stopped operating before January 1, 2002, mark (X) the box to indicate "none" in item **1**, indicate action and date in item **29**, and return the report form.

- If an establishment was closed, sold, or leased to another company or organization during 2002, complete the report form for the portion of 2002 that the establishment was operating as part of your company or organization.
- Sales and payroll data should be rounded to the nearest thousand dollars as illustrated on the report form.
- If there are any questions or if any communication regarding a report form is necessary, reference the 11-digit Census File Number (CFN) shown in the mailing address.
- Please photocopy each completed report form for your records and return the original.
- Public reporting burden for this collection of information is estimated to average about 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0894, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to: Paperwork@census.gov; use "Paperwork Project 0607-0894" as the subject.
- You are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

INSTRUCTIONS FOR SELECTED ITEMS

3. PHYSICAL LOCATION

Answer both sections (A and B) of item **3** even if the mailing address shown is correct.

4. SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Value of shipments

Report the total value of products shipped. Value is defined as net selling value f.o.b. plant to the customer after discount and allowances.

Include:

- Value of all products shipped including interplant transfers.
- Products made elsewhere for this establishment on a contract basis from materials supplied by this establishment.

Exclude:

- Shipping and freight charges.
- Excise and other taxes collected and paid directly to the Commonwealth or Federal tax agency.

D. Resales

Include the sale value of products bought and resold without further processing. Cost of all products resold is to be included in item **15B**.

5. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

- A.** Online refers to any transaction or contract completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system.
- B.** Percent of total sales, shipments, receipts and revenue through electronic commerce at this establishment.

Include:

- Online orders accepted for work from customers.
- Online orders accepted by the corporate office but completed by this establishment.
- Any agreement negotiated online, including electronic mail (e-mail) between the customer and this establishment on the price and/or terms of a transfer of goods or services.
- Telephone transactions using interactive voice response systems.

Exclude:

- Online payments or billing where the order or contract was **not** negotiated online.
- Online orders or contracts placed over facsimile machines or switched telephone networks.

6. EMPLOYMENT AND PAYROLL

A. Number of paid employees

Definitions are the same as those used on the Internal Revenue Service (IRS) Form 941-PR, Employer's Quarterly Federal Tax Return.

If employees worked at more than one location, report employment and payroll for employees at the **ONE** location where they spent most of their working time.

Include:

- All full-time or part-time employees.
- Those on paid sick leave, paid holidays, and paid vacations.

Exclude:

- Subcontractors and their employees.
- Temporary staffing obtained from a staffing service
- Agriculture workers from fruit or vegetable canning or freezing plants with farms associated with their operations.
- Fishing crews from fish canning, freezing, or packaging plants with fishing operations associated with the plant.
- Proprietors or partners of an unincorporated business (include in item **6B**).
- Unpaid family members (include in item **6C**).

A1. Number of paid production workers

Include:

- Production workers on the payroll of this establishment during four specific pay periods including the 12 of March, May, August, and November, 2002.
- Workers up through the line-supervisor level, engaged in fabricating, processing, assembling, inspecting, packing, warehousing, shipping (but not delivering), maintenance, repair and other closely associated services.
- Truck drivers delivering ready-mixed concrete.

A4. All other paid employees

Include:

Nonproduction employees including those engaged in supervision above the line-supervisor level, sales, clerical, advertising, credit collection, installation, servicing of own products, executive, purchasing, finance, legal, professional and technical personnel.

B. Proprietors or partners

Include:

- Proprietors or partners of an unincorporated business working 15 or more hours during the week of March 12, 2002.

C. Unpaid family members

Include:

- Unpaid family members of an unincorporated business working 15 or more hours during the week of March 12, 2002.

D. Payroll

1. Annual payroll

- a. Report the payroll only for the production workers reported in item **A1**.
- b. Report payroll for all other employees reported in item **A4**.

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2002, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.

9. HOURS WORKED

Report hours worked only for the production workers reported in item **6A1**.

Include:

- Hours worked during four specific pay periods including the 12 of March, May, August, and November, 2002.
- Overtime hours as actual hours worked not as straight-time equivalent hours.

Exclude:

- Hours paid for vacations, holidays (unless actually worked), or sick leave.

10. INVENTORIES

If the establishment had inventories at the end of either 2001 or 2002 and any portion of those inventories is valued using the Last-In, First-Out (LIFO) method, answer "Yes."

Report the value of inventories the establishment owned on December 31, 2002 and on December 31, 2001. Exclude the value of inventories held at the establishment but owned by others.

Report inventories at cost or market value using generally accepted accounting principles.

A - D Report total inventories and inventories by stage of fabrication. For inventories valued on LIFO use the sum of the LIFO value plus the LIFO reserve. Thus, the sum of the total inventories reported in line **D** should equal the sum of lines **E1**, **F1**, and **F2**.

E. Of the value on line **D**, report:

1. The amount of inventories not subject to LIFO costing.
2. Report the amount of inventories subject to LIFO costing (gross).

F. Of the value on line **E2** report:

1. The LIFO reserve or allowance applicable to the amount on line **E2**.
2. The LIFO value of inventories (net) reported on line **E2**.

12. CAPITAL EXPENDITURES

Expenditures refer to all costs actually incurred during 2002 which are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Exclude the cost of maintenance and repairs charged as current operating expense.

A. Report the value of all used buildings and machinery at their purchased price. For any equipment or structure transferred to this establishment from other parts of the company, report the transfer value as carried on the books of the company.

15. SELECTED EXPENSES

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

- A. Report cost of physical goods used or put into production; exclude services used or overhead charges.
- B. Report the cost of all products bought and resold in the same condition as when purchased and not made part of another product manufactured by this establishment. Total sales value of all products resold is to be included in item **4D**.
- C. Report total amount actually paid or payable during 2002 for all fuels consumed for heat, power, or the generation of electricity. Report cost of fuels consumed as raw materials in item **15A**.
- D. Report total amount paid or payable for electric energy purchased during 2002.
- E. Cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, temporary staffing, accounting and bookkeeping, and other services.
- F. Include the cost of contract employees, who are not on your payroll, but are supplied through a contract with another company to perform specific jobs related to production. The cost of materials worked on by these production workers should be included in item **15A**.

18. KIND OF BUSINESS

Choose the **one** kind of business that best describes the establishment in 2002. If none of the provided selections seem appropriate, mark (X) the box next to "Other kind of business or activity" and provide a specific description of the primary business activity.

26A. VALUE OF PRODUCTS SHIPPED

Report the location of the person to whom the products were shipped or sold.

26B. DISTRIBUTION OF SHIPMENTS

For customers located in Puerto Rico, report the value of shipments and contract work by class of customer.

1. Wholesalers –

In addition to sales to merchant wholesalers, include sales that were made through agents, brokers, and commission merchants.

2. Retailers –

Sales to all types of retailers (that is, retail chain organizations, independent stores, or department stores) that normally buy for resale to household consumers.

3. Household consumers –

Sales to household consumers buying for personal consumption.

4. Commonwealth Government –

Include sales to the Commonwealth of Puerto Rico Government.

5. Construction companies –

Include only sales for construction purposes.

6. Other manufacturing establishments –

Include sales to manufacturers located in Puerto Rico.

7. Other customers –

Include sales to all other customers.

29. OPERATIONAL STATUS

Mark (X) the one box that best describes the operational status of the establishment at the end of 2002.

- **In operation** – The establishment was open and actively conducting business on December 31, 2002.
- **Under construction, development, or exploration.**
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2002, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that temporarily close for remodeling.
- **Ceased operation** – The establishment has gone out of business or closed and does not plan to reopen. Provide the month, day, and year that the establishment ceased operation. Complete all items for the portion of 2002 during which the establishment was in operation.
- **Sold or leased to another operator** – The establishment was sold or leased to another company or organization. Provide the month, day, and year that the change occurred and indicate the name, address, and the EIN of the new owner or operator. Complete all items for the portion of 2002 prior to the change in operator.