



INSTRUCTION BOOKLET

GENERAL INFORMATION, INSTRUCTIONS, AND DEFINITIONS FOR COMMISSION QUESTIONNAIRES

Circular Welded Carbon Quality Steel Line Pipe from China and Korea Investigation Nos. 701-TA-455 and 731-TA-1149-1150 (Final)

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

Mary Messer, investigator (202-205-3193; E-mail mary.messer@usitc.gov)
regarding general questions and trade and related information;

Mary Klir, auditor (202-205-33247; E-mail mary.klir@usitc.gov)
regarding financial information; and

Joshua Levy, economist (202-205-3236; E-mail joshua.levy@usitc.gov)
regarding pricing, market, and related information.

GENERAL INFORMATION

Background.--These investigations were instituted in response to a petition filed on April 3, 2008, by Maverick Tube Corp. (Houston, TX), Tex-Tube Co. (Houston, TX), U.S. Steel Corp. (Pittsburgh, PA), and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, AFL-CIO-CLC (Pittsburgh, PA). Countervailing and/or antidumping duties may be assessed on imports of circular welded carbon quality steel line pipe ("line pipe") from China or Korea as a result of these investigations if the U.S. International Trade Commission ("Commission") makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce ("Commerce") makes an affirmative determination of subsidization (China) and/or dumping (China and Korea).

Questionnaires and other information pertinent to these investigations are available at:

http://www.usitc.gov/trade_remedy/731_ad_701_cvd/investigations/2008/ccw_steel_line_pipe/finalphase.htm

Please address all correspondence to the United States International Trade Commission, Washington, DC 20436. Hearing impaired individuals can obtain information regarding these investigations 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 October 9, 2008. Although the enclosed postpaid envelope may be used to return the completed questionnaire, use of an overnight mail service may be necessary to ensure that your response actually reaches the Commission by October 9, 2008. If you do not use the enclosed envelope, please make sure the completed questionnaire is sent to the attention of Mary Messer. 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 investigations.

Service of questionnaire response(s).--In the event that your firm is a party to these investigations, you are required to serve a copy of the questionnaire(s), once completed, on other 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--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 investigations, 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 investigations 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.

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--and indicate in the footnotes of the table(s) in which line items estimates were used.** 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).

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.

Filing instructions.--Questionnaires may be filed either in paper form or electronically.

INSTRUCTIONS--Continued

OPTIONS FOR PAPER FORM SUBMISSIONS

- 1) **Overnight mail service**--Mail to the following address:

United States International Trade Commission
Attn: Mary Messer
Office of Investigations, Room 615
500 E Street SW
Washington, DC 20024

- 2) **Fax**--Fax to 202-205-3205
- 3) **U.S. mail**--Mail to the address above, but using zip code 20436. *(This option is not recommended as U.S. mail sent to government offices undergoes additional processing to screen for hazardous materials; this additional processing results in substantial delays in delivery).*

OPTIONS FOR ELECTRONIC SUBMISSIONS

This questionnaire is available as a “fillable” form in MS Word format on the Commission’s website at:

http://www.usitc.gov/trade_remedy/731_ad_701_cvd/investigations/2008/ccw_steel_line_pipe/finalphase.htm

Please do not attempt to modify the format or permissions of the questionnaire document. You may complete the questionnaire electronically, print it out, and submit it in paper form as described above, or you may submit it electronically through one of the following means:

- 4) **EDIS**--By means of the Commission’s Electronic Document Information System (“EDIS”). See the step-by-step instructions provided on the next page.
- 5) **E-mail**--E-mail the completed questionnaire(s) to Mary Messer (mary.messer@usitc.gov) in MS Word form and include a scanned PDF (or other image file) of the signed certification page(s) (page 1). In the subject line of your e-mail submission, please include: **BPI Questionnaire in line pipe, 701-455**. 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.
- 6) **Compact disc (CD)**--Copy or burn the completed questionnaire(s) in MS Word onto a CD, and include a scanned PDF (or other image file) of the signed certification page(s) (page 1), and mail to the address above. If you choose this option for submission, please use an overnight mail service as the additional processing that regular U.S. mail undergoes when sent to government offices results not only in substantial delays in delivery but also damaged (melted) CDs.

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.

INSTRUCTIONS--Continued

STEP-BY-STEP INSTRUCTIONS FOR FILING VIA EDIS

STEP 1: REGISTER AS A NEW USER IN EDIS (currently registered users may skip to step 2). Note that the authorized official whose name appears under the Certification at the bottom of page 1 of the questionnaire should be the person who completes the registration in EDIS.

- Go to <https://eofpub.usitc.gov/edis-efile/app>
- Click on Register
- Read and accept the Terms of Use Agreement
- Complete the EDIS Online User Registration form
- In the Firm/Organization field, select “Questionnaire Respondent”
- Click Submit Registration

STEP 2: ELECTRONICALLY SUBMIT YOUR QUESTIONNAIRE(S) IN EDIS. Note that if your firm is completing more than one questionnaire for these investigations, each questionnaire must be filed separately, *i.e.*, repeat this step as appropriate.

- Logged into EDIS, click on E-File Documents
- Under Submitter Information--
 - Type the name of your firm in the “Filed On Behalf Of” field
- Under Investigation Information--
 - Click on Find Investigation
 - For Investigation Phase, select “Final” and for Investigation Number, type “701-455”; then click on Find Investigation
 - Click in the circle to the left of the investigation number that appears, then click on Select and confirm by clicking OK.
- Under Document Filing Information--
 - For the “Document Type” field, select the appropriate questionnaire type (Foreign Producer, Importer, Purchaser, or U.S. Producer, as appropriate)
 - Leave Document Title field blank
- Under Add Document Attachments for Electronic Submission--
 - In the “Attach File” field, click on Browse, locate your completed questionnaire in MS Word format for upload.
 - The “Attachment Title” field is optional
 - Click on Attach Files (note that your file will be listed below under Attachments)
 - Repeat the upload process to attach a scanned PDF file of the signed certification page of the questionnaire (page 1). This is required.
 - If you wish to attach any other files, *i.e.*, supporting documents, you may do so at this time (unlike the questionnaire itself, these additional documents must be PDF files). Submission of additional supporting documents in PDF is optional for the electronic submission process, but may be required for the investigations.
- When you have attached all relevant files for the single questionnaire submission, click on “Submit Document w/attachments.” An EDIS Document Submission Confirmation screen will appear. Confirm the information (or revise as necessary) and click on Accept Information.
- Once you have successfully submitted the completed questionnaire, an EDIS Notice of Receipt of Electronic Documents will appear. The registered user should receive confirmation of the submission via e-mail. If you wish to electronically file another questionnaire, repeat Step 2.

DEFINITIONS

Line Pipe.--The merchandise covered by these investigations is circular welded carbon quality steel pipe of a kind used for oil and gas pipelines (“line pipe”), not more than 406.4 mm (16 inches) in outside diameter, regardless of wall thickness, length, surface finish, end finish or stenciling. The term “carbon quality steel” includes both carbon steel and carbon steel mixed with small amounts of alloying elements that may exceed the individual weight limits for nonalloy steels imposed in the Harmonized Tariff Schedule of the United States (“HTS”). Specifically, the term “carbon quality” includes products in which (1) iron predominates by weight over each of the other contained elements, (2) the carbon content is 2 percent or less by weight and (3) none of the elements listed below exceeds the quantity by weight respectively indicated:

- (i) 2.00 percent of manganese,
- (ii) 2.25 percent of silicon,
- (iii) 1.00 percent of copper,
- (iv) 0.50 percent of aluminum,
- (v) 1.25 percent of chromium,
- (vi) 0.30 percent of cobalt,
- (vii) 0.40 percent of lead,
- (viii) 1.25 percent of nickel,
- (ix) 0.30 percent of tungsten,
- (x) 0.012 percent of boron,
- (xi) 0.50 percent of molybdenum,
- (xii) 0.15 percent of niobium,
- (xiii) 0.41 percent of titanium,
- (xiv) 0.15 percent of vanadium, or
- (xv) 0.15 percent of zirconium.

Line pipe is normally produced to specifications published by the American Petroleum Institute (“API”) (or comparable foreign specifications) including API A–25, 5LA, 5LB, and X grades from 42 and above, and/or any other proprietary grades or non-graded material. Nevertheless, all pipe meeting the physical description set forth above that is of a kind used in oil and gas pipelines, including all multiple-stenciled pipe with an API line pipe stencil is covered by the scope of these investigations. The line pipe products that are the subject of these investigations are currently classifiable in the HTS under statistical reporting numbers 7306.19.1010, 7306.19.1050, 7306.19.5110, and 7306.19.5150. While statistical reporting numbers of the HTS are provided for convenience and customs purposes, the written description of the scope of these investigations is dispositive.

Excluded from the scope of the subject merchandise from CHINA are pipes that are multiple-stenciled to a standard and/or structural specification and to any other specification, such as the API-5L specification, when it also has one or more of the following characteristics: is 32 feet in length or less; is less than 2.0 inches (50 mm) in outside diameter; has a galvanized and/or painted surface finish; or has a threaded and/or coupled end finish. (The term “painted” does not include coatings to inhibit rust in transit, such as varnish, but includes coatings such as polyester.)

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.

DEFINITIONS--Continued

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 line pipe (as defined above), including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

United States.--For purposes of these investigations, 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 line pipe (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).

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

Purchases.--Purchases from all sources, *not* including direct imports from foreign producers (which should be reported as imports in a U.S. importers' 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).

DEFINITIONS--Continued

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 U.S. PRODUCERS' 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 ("PRWs"), 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. For the January-September periods, calculate similarly and divide by 9.

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.