

2002 ECONOMIC CENSUS Mining Sector

INFORMATION SHEETS

GENERAL INSTRUCTIONS FOR REPORTING CRUDE PETROLEUM, NATURAL GAS, STONE, AND SAND AND GRAVEL MINING (FORMS - 21171 AND 21271)

We estimate that it will take from 2 to 10 hours to complete this form, with almost 4 hours being the average. This includes time to read instructions, develop or assemble material, conduct tests, organize and review the information, and maintain and report the 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 0607-0897, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0897" as the subject.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please –

- Write to the U.S. Census Bureau, 1201 Tenth Street, Jeffersonville, IN 47134-0001, or
- Visit our website at www.census.gov/econhelp, or
- Call 1-800-233-6136 for toll-free assistance, 8:00 a.m. to 8 p.m., Eastern Time, Monday through Friday

Please include the 11-digit Census File Number (CFN) shown in the address box of the report form.

Respondents 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 8-digit number appears in the upper right corner of this questionnaire.

Report all value figures in thousands of dollars.

WHO SHOULD REPORT?

- **The report should be completed by the operator of the establishment, whether the operator is the owner or is operating it under lease or contract.**
- If this questionnaire does not pertain to your type of activity, complete all appropriate items, such as employment, payroll, shipments, etc., of this report. Describe your activities in the Remarks section.

WHAT IS A MINERAL ESTABLISHMENT?

A mineral establishment is a single physical location where mineral operations are performed. It represents a working or group of workings at a given locality in which operations are conducted as a unit or are unified by common management or joint handling of some parts of the mining or preparation process.

- Individual shafts, openings, or sites should not necessarily be considered as individual mines.
- Report open-pit mines separately from underground mines, whenever possible.
- Report plants engaged solely in processing minerals mined at other locations separately from the mines

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 2002.
- If book records are not on a calendar-year basis, carefully prepared estimates are acceptable.
- If your fiscal year covers at least 10 months of calendar-year 2002, and reporting on a calendar-year basis involves considerable cost, you may report on a fiscal-year basis. However, all payroll and hours-worked figures should relate to the calendar year rather than the fiscal year. (Use calendar-year payroll records from your tax records.)
- If an establishment began to operate or ceased to operate during 2002, report only the part of the year that the establishment was in operation.
- If the operator changed during the year, report only for that part of the year that your company operated the establishment. Report in item 29 the appropriate information on changes in **operator** or operational status.
- Specify in the certification, item 30, the exact period that the report covers.

WHAT'S NEW FOR THE 2002 ECONOMIC CENSUS-MINING SECTOR?

- Item 5. E-Commerce Sales, Shipments, Receipts, or Revenue
- Item 7. Leased Employment and Payroll

DETAILED INSTRUCTIONS FOR SELECTED ITEMS

Item 4 – SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Part A – Value Of Products Shipped

Report the total value of products shipped and other receipts as entered in item 22.

Part B – Value Of Products Exported

Report as exports those shipments going directly for export including shipments to foreign subsidiaries or foreign divisions of your company and their affiliates.

Item 5 – E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

E-commerce includes the sales, shipments, receipts or revenue from any transaction completed over the Internet, Electronic Data Interchange (EDI) Network, Extranet, electronic mail (e-mail) or other online system. Transactions are agreements between the consumer/buyer and this establishment on the price and/or terms of the mineral products or services. Payment for these mineral products or services may or may not be made online.

Item 6 – EMPLOYMENT AND PAYROLL

Follow the definitions of employees used on the Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and as described in Circular E, Employer's Tax Guide.

Item 7 – LEASED EMPLOYMENT AND PAYROLL

Leased employment entails the provision of human resources and human resource management services to your establishment. Leasing companies operate in a co-employment relationship with their client businesses or organizations and are specialized in performing a wide range of human resource and personnel management duties, such as payroll accounting, payroll tax return preparation and filing, benefits administration, recruiting, and managing labor relations. The employee leasing company shares decision making with the client business relating to its human resource or personnel management role. Management accountability for the work with regard to strategic planning, output, or profitability, resides with your establishment.

Item 12 – ASSETS, CAPITAL EXPENDITURES, RETIREMENTS, AND DEPRECIATION

INCLUDE all buildings, structures, and equipment used directly or indirectly by this establishment to produce the goods and services reported in item 4, line A, and 22, Sales, Shipments, Receipts, or Revenue.

Item 13 – RENTAL PAYMENTS DURING THE YEAR

Report rental payments made to other companies for use of depreciable assets such as buildings, other structures, machinery, and equipment. Include rental payments for land.

Item 15 – COST OF SUPPLIES, REALES, FUELS, ELECTRICITY, AND WORK DONE FOR YOU BY OTHERS

INCLUDE:

- all materials received for consumption
- items charged to both the current and capital accounts
- items consumed during 2002 although purchased earlier
- minerals received from other mines for preparation
- supplies consumed for production, development, exploration, maintenance, and repair of mine, plant and equipment, or in-plant construction
- supplies furnished without charge to contractors or sold to employees for use at this establishment
- fuels and electric energy consumed, or cost of products resold
- contract work

EXCLUDE:

- supplies received during 2002 that were not consumed
- cost of minerals mined and also processed at the establishment in 2002
- services such as advertising, telephone, fax, cable, insurance, development, and research rendered by other establishments
- services of engineering, management, marketing, legal, and other professional consultants, etc.
- depreciation and depletion charges against plant and equipment
- rent and rental allowances, interest payments, royalties, and use of patent fees
- supplies, parts, or machinery produced at this establishment
- extraordinary losses such as fire and flood