

2002 CENSUS OF MINERAL INDUSTRIES Mining Sector

INFORMATION SHEETS

GENERAL INSTRUCTIONS FOR REPORTING MINERAL CONTRACT SERVICES (FORM – 21302)

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, total number of hours worked by production, development and exploration workers in thousands of hours, and all electricity quantity figures in thousands of kilowatthours for the mining establishment.

WHO SHOULD REPORT?

- Every concern that performed mineral contract work for other concerns during any part of 2002 in the United States is required to submit a census report.
- If you have not received forms to cover each of your operations, call or write the Census Bureau, describing the activity at the establishments for which you are requesting forms.
- 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 contract service established primarily performs exploration and other mining and quarrying support services for operators of mineral properties. It includes all nationwide mineral service activities performed under your current Employer Identification Number (EIN) for the year 2002.

WHAT ACTIVITIES SHOULD BE REPORTED?

INCLUDE

- Mineral contract work performed for others, such as:
 - exploration for minerals and prospect and test drilling
 - sinking mine shafts and overburden stripping
 - mining metal ores, coal, stone, and other minerals for another's account, including the loading of culm-bank material
 - pumping and draining mines and quarries
 - installing production equipment
- Other associated activities **when carried on at the same physical location** such as:
 - generating energy by your company for these operations
 - maintenance of equipment
 - receiving, shipping, storage, research, record keeping, health, safety, cafeteria, and other services

EXCLUDE

- Operation of company stores, boardinghouses, bunkhouses, and recreational facilities
- Separate sales branches, research laboratories, and general administrative offices. Report these on the appropriate Census of Business, Census of Manufactures, or central office or auxiliary forms
- Operation of mines for your own account or under lease or contract for others
- Services performed for companies other than those that operate mines, pits, quarries, mills, preparation plants, or other mineral establishments
- General services, such as construction of tipples, washeries, mills, or treatment plants, and highway construction

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 establishment changed ownership 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
- Item 15, line C, Other Expenses Paid by This Establishment

MULTIPLE-ESTABLISHMENT COMPANIES ONLY

If any of the items requested are maintained in your records only at a divisional or company level, allocate their costs to each establishment for which you received a questionnaire. When determining transfer values of products and materials from one establishment to another (interplant transfers), include, in addition to direct costs of production, a reasonable proportion of "all other costs (company overhead) and profits." The establishments receiving such transfers should report them as purchased supplies, fuels, or electric energy at the same value plus cost of freight and other direct handling charges. (See item 15.)

DETAILED INSTRUCTIONS FOR SELECTED ITEMS

Item 4 – SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Part A – Value of Products Shipped

INCLUDE

- All products physically shipped from this establishment during 2002
- Receipts for services
- Value of resales
- Other miscellaneous receipts

EXCLUDE

- Freight and excise taxes
- Nonoperating income such as interest dividends, or the sale of fixed assets

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.

INCLUDE

- Shipments of your products to export firms and to other customers who export these items
- Sales to the U.S. government to be shipped to foreign nations under military and economic assistance programs

- Shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. Possessions

EXCLUDE sales to the U.S. Government overseas

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.

INCLUDE

- Online orders accepted for mineral products or services
- Online orders for mineral products by other domestic establishments of your company for further processing
- Online orders accepted by the corporate office but completed by this mineral establishment
- Any agreement negotiated online, including electronic mail (e-mail), between the consumer/buyer and this establishment concerning the price and/or terms of the mineral products or services
- Telephone transactions using interactive voice response systems

EXCLUDE

- Online payments from consumers/buyers where the order or contract was not negotiated online
- Online orders for mineral products or services placed over facsimile (fax) machines or switched telephone networks

Item 6 – EMPLOYMENT AND PAYROLL

Part A – Number of employees

INCLUDE

- All full- and part-time employees on the payroll of this establishment during any part of the pay period that includes the 12th of March
- Persons on paid sick leave, paid holidays, and paid vacations
- Officers of the establishment, if a corporation
- Employees paid on a per ton, car, or yard basis
- A **distribution** of those who work in units that serve other activities also carried on at this establishment in addition to the mineral contract work (examples: medical staff, etc.) Also,

distribute the earnings and hours worked of these employees among the respective establishments

EXCLUDE

- Members of Armed Forces and pensioners carried on your active payrolls
- Proprietor or partners, if an unincorporated concern
- Full- or part-time employees working at this establishment whose payroll was filed under an employee leasing company's Employer Identification Number
- Those who performed work for you but were on the payroll of another employer (such as employees of mine operators or subcontractors)

Line 1 – Number of Production, Development, and Exploration Workers

INCLUDE

- Workers (up through the working-supervisor level) engaged in services closely associated with production and development operations such as:
 - manual work
 - tool use and machine operation
 - materials and products, loading and hauling
 - mineral properties care
 - exploration and development work
 - storage, shipping, maintenance, repair, and guard services
 - auxiliary production for own use (e.g., power plant)
 - record keeping
 - regular maintenance and repairs

EXCLUDE

- Supervisory employees above the working-supervisor level
- Employees of subcontractors

Line 2 – All Other Employees

INCLUDE

- Nonproduction personnel at this establishment engaged in supervision above the working-supervisor level and employees engaged in activities such as:
 - sales, advertising, purchasing, finance
 - highway trucking and other transportation
 - credit, collection, executive, legal, clerical, and routine office functions
 - personnel (including cafeteria, medical, etc.)
 - professional (engineers, geologists, etc.) and technical work
- Force-account construction employees on your payroll engaged in construction of major additions or alterations to your facilities who are utilized as a separate workforce

EXCLUDE employees of subcontractors.

Part B – Payroll

Report the **gross earnings** paid in calendar year 2002 to employees of this establishment prior to such deductions as employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.

Payroll should equal the taxable Medicare wages and tips reported on the Internal Revenue Service (IRS) Form 941, Employer's Quarterly Tax Return and definitions as described in Circular E, Employer's Tax Guide.

INCLUDE

- Commissions, dismissal pay, and paid bonuses
- Employee contributions to pension plans such as a 401(k) plan
- Vacation and sick-leave pay
- Cash equivalent of compensation paid in kind such as:
 - board and housing
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- Salaries of officers of this establishment, if a corporation
- The spread on stock options tax are taxable to employee wages

EXCLUDE

- Payments to proprietor or partners, if an unincorporated concern
- Payments to members of Armed Forces and pensioners carried on your active payroll
- Royalty payments to unions
- Cost of smelting, explosives, fuses, electric cap lamps, and mine supplies used in production, development, and exploration work but charged to employees and deducted from their wages (Include this cost in item 15, line A1, if applicable.)

Part C – Employer's Cost For Fringe Benefits

INCLUDE **employer** payments for:

- Employer contributions for all programs required under Federal and State legislation such as:
 - Federal Old Age and Survivors' Insurance
 - unemployment compensation
 - workers' compensation
 - legally required State temporary disability payments

- Insurance premiums on hospital and medical plans
- Life insurance premiums
- Premiums on supplementary accident and sickness insurance
- Union negotiated contracts
- Programs supported by joint employer-employee contributions
- Items generally considered as deferred rather than current income to employees and **not** subject to withholding tax such as:
 - all pension plans regardless of method of administration
 - supplemental unemployment compensation plans
 - welfare plans
 - stock purchase plans in which the employer payment is not subject to withholding tax
 - deferred profit sharing plans
- Payments made directly to retired employees or their survivors that do not pass through a fund

When reporting payments for **insurance**, report **net** payments, i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums.

EXCLUDE

- Losses on company-operated cafeterias and snack bars
- Cost of in-plant medical services
- Cost of free parking lots
- Discounts on employee purchases
- Cost of uniforms and other work clothing supplied to employees and similar expenditures
- Wages and salaries reported in item 6, line B such as:
 - holidays, vacations, unused vacation, and sick pay
 - bonuses, night shift bonuses, and suggestion awards
 - jury pay
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
 - payments to employees out of a fund to which payments or allocations are made by the company
 - costs for training and partially subsidized housing and safety

Part D – Number of Hours Worked by Production, Development, and Exploration Workers

An hour worked is defined as the work of one person for 1 hour. Report figures from actual records of hours worked wherever available. If no records of hours worked were kept, estimate hours worked from payroll or other records.

INCLUDE

- All hours worked or paid (except hours paid for vacations, holidays, or sick leave)
- Overtime hours (report actual hours worked, **not** straight-time equivalent hours)
- Actual hours worked by an employee who elects to work during a vacation period
- All hours worked at this establishment for the entire year by all full-time and part-time production, development, and exploration workers of the type reported in item 6, line A1.

EXCLUDE

- Hours worked by employees of subcontractors
- Hours of proprietors or partners

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.

INCLUDE employees provided to you by professional employer organizations and companies providing labor or staff leasing services.

EXCLUDE

- Temporary staffing obtained from a staffing service
- Contractors, subcontractors, or independent contractors
- Employees whose payroll was reported in item 6 and filed under this establishment's Employer Identification Number.

Item 10 – INVENTORIES

INCLUDE

- The value of all inventories that are attributable to the establishment's operations regardless of where the inventories are held or stored
- For multiple-establishment companies:
 - an assignment of the value of inventories that the establishment is responsible for, as if it owned them
 - the value of inventories held elsewhere for this establishment (centrally located stockpile, warehouse, etc.), and *exclude* the value from the report of the establishment where they are actually stored

Part A – Total Inventories

INCLUDE

- Stocks of items to be used for mineral service work
- Stocks of supplies, parts, fuels, etc.

The sum of item 10, line B, lines 1 and 2 should equal the total inventories reported in item 10, line A.

Part C

Line 1 – Amount of LIFO Reserve

LIFO reserve represents the excess of current period cost over the LIFO carrying value. LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value).

Item 12 – ASSETS, CAPITAL EXPENDITURES, RETIREMENTS, DEPRECIATION

MULTIPLE-ESTABLISHMENT COMPANIES ONLY

- If this establishment is part of a multi-establishment company and the establishment maintains a tenant relationship with its parent company or one of its subsidiaries and pays "rent" for the use of either its buildings or equipment, exclude the value of this rent from item 13, Rental Payments. Instead, report the gross value of assets made available to this establishment as a result of this "rental" agreement in item 12, as if the establishment owned them.
- If this establishment uses buildings or equipment rented directly from other companies, but rental payments are handled centrally at a company or division level, report the share of overhead charged to this establishment or estimate the share of rental charges appropriate to the operations of this establishment in item 13.

Establishments Involved With Leasing Arrangements for Equipment and/or Buildings

- Report leased equipment according to the type of lease negotiated with the producer or the lessor.
- **Capital Leases** (as defined by the Financial Accounting Standards Board (FASB)) report:
 - original cost or market value of that equipment and building as a value of fixed assets. Include annual depreciation and retirements charged against this equipment
 - cost (at market value) of acquisitions of buildings and equipment during the year as a capital expenditure and include it in the end-of-year assets and charge the first year depreciation (and retirements, if any)
- **Operating Leases**
 - report the periodic payments made to the producer or lessor in the rental section (item 13).
 - EXCLUDE value of the building and equipment as assets, capital expenditures, depreciation, or retirements.

Parts A and D – Gross Value of Depreciable Assets

Report the acquisition cost (not current market value) of depreciable assets for which depreciation or amortization reserves are maintained.

- For new construction or other improvement projects in progress but not yet complete, *include*:
 - cumulative capital expenditures for such projects already in place at the beginning and end of the year, respectively, in items 12, line A and line D
 - expenditures capitalized for these projects during 2002 in item 12, line B
- If the establishment was acquired during the year, report the value at the end of the year (item 12, line D) as your purchase cost adjusted for capital expenditures (item 12, line B) and deductions (item 12, line C) since the time of purchase. Include used assets purchased during the year at their market value at the time of transfer rather than at original book value.
- If the establishment was sold by your company during the year, report the gross value at the beginning of the year item 12, line A) at its acquisition cost. Also report this acquisition cost plus capital expenditures that may have occurred since the beginning of the year and the time of sale in item 12, line C.

- Report gross assets for the end of the year consistently with the gross assets at the beginning of the year and the annual asset changes during the year. Item 12, line A plus line B4 minus line C equals line D.

Part B – Capital Expenditures During the Year

Report the actual capital outlays during 2002, not the final value of buildings or other structures completed or equipment put in place during the year. (These expenditures are of the type for which depreciation or amortization accounts are ordinarily maintained.)

- Capital expenditures during 2002 may be determined by the following computation:
 - (a) cost of additions completed during the year, plus
 - (b) work-in-progress at the end of the year, minus
 - (c) work-in-progress at the beginning of the year.

INCLUDE

- Labor and installation costs whether on contract or by your own forces
- Replacements as well as additions to capacity for new depreciable assets
- Value of improvements and capitalized repairs to machinery and equipment including those done to assets transferred from other establishments of this company
- Expenditures at this establishment for old or existing plants and for secondhand equipment acquired from others (including the U.S. Government)
- Gross book value of machinery or equipment transferred from other establishments of your company
- Buildings and structures directly related to mineral exploration, development, and production
- Machinery, such as hoists, cranes, crushers, separators, and power plants
- Values of construction by your own employees, where capitalized
- Exploration, development, and production machinery; transportation and office equipment
- Equipment such as excavators, loaders, locomotives, tractors, hoists, drills, compressors, pumps, and plant machinery, as well as furniture and fixtures for offices, cafeterias, and change rooms
- Value of equipment produced and used at this establishment

- All mining, loading, transportation, and similar equipment for use at the operation
- Plant equipment
- Automobiles, trucks, and similar equipment
- Report all purchases of computers and peripheral data processing equipment
- Replacements as well as additions to new capacity

EXCLUDE

- Company houses and general recreational facilities
- Value of land
- The cost of maintenance and repairs charged as current operating expense

Part C – Total Retirements and Disposition of Depreciable Assets

INCLUDE

- Gross value of assets sold, retired, scrapped, destroyed, abandoned, etc., during the year at their acquisition cost
- Value of assets transferred to other establishments of your company at their acquisition cost, rather than current market value

EXCLUDE charges to depreciation or amortization reserves.

Part E – Total Depreciation Charges for the Year

Report the reduced value of assets (reported in item 12, line D) brought about through use, mineral extraction, gradual obsolescence, or the effect of the elements (decay or corrosion) for 2002 only.

INCLUDE charges against assets acquired or completed during the year.

Item 13 – RENTAL PAYMENTS

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.

If this establishment is part of a multi-establishment company or is involved with leasing arrangements, see special instructions on page 5.

Item 15 – SELECTED EXPENSES

Line A – Selected Production Related Costs

INCLUDE

- All supplies received for consumption
- Items charged to both the current and capital accounts
- Items consumed during 2002 although purchased earlier
- Supplies consumed in your mineral contract work used in the construction, maintenance, and repair of your own plant and equipment
- Supplies furnished without charge to subcontractors or sold to employees for use in the mineral contract work
- Fuels and electric energy consumed, or cost of products resold
- Contract or subcontract work

EXCLUDE

- Supplies received during 2002 that were **not** consumed
- 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 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
- Labor costs of your employees (report these labor costs in items 6 and 7)

Multiple-Establishment Companies

- If supplies, machinery installed, fuels, and electric energy are received from other establishments of your company, check the cost against the values reported by the establishment transferring the supply (**see instructions for multi-establishment companies on page 2**). Add freight and other direct handling charges.

Line A1 – Cost of Supplies Used, Minerals Received for Preparation, and Purchased Machinery Installed

INCLUDE

The following list is shown only as an example; it should not be considered a complete list.

- bearings
- belting and screen cloth
- bolts, screws, and nuts
- brake blocks and linings
- carbon and graphite brushes
- cement
- chemical reagents
- coal spraying oils
- dies, jigs, and fixtures
- drill bits and accessories
- explosives
- first aid and safety supplies
- floor gratings
- forgings and castings
- fuses
- gears and pinions
- grinding balls and rods
- hammers
- hand tools
- hardware
- headlights and lamps
- industrial diamonds
- jacks
- lubricating oils
- lumber and timber purchased
- packaging materials
- picks
- piling
- pipe, pumps, and fittings
- plates and sheets
- rail and accessories
- rods, tubing, and bars
- roof bolts
- stationary, stamps, and office supplies
- track accessories
- water purchased
- welding rods, electrodes, and acetylene gas as a fuel
- wire, cable, and chain

- All new and used machinery, equipment, and parts installed whether purchased or received from other establishments of your company
- Physical goods used or put into production

EXCLUDE services used or overhead charges. Report services performed for you by others in item 15, line A5.

Line A2 – Cost of Products Bought and Sold As Such Without Further Processing

INCLUDE

- Cost of all products bought and resold in the same condition as when purchased
- Total value of all products resold in item 22 on the line for "Resales"

Line A3 – Cost of Purchased Fuels Consumed for Heat, Power, or the Generation of Electricity

Report the total amount actually paid or payable for all purchased fuels consumed.

INCLUDE

- Fuels consumed at this establishment, but produced at another establishment of your company, in item 15, line A3 and item 17. Assign commercial values to them

- Fuel used to power onsite trucks, forklifts, or motor vehicles
- Anthracite, lignite, bituminous and subbituminous coal, coke, natural and manufactured gas, gasoline, wood, purchased steam, and all other fuels

Line A4 – Cost of Purchased Electricity

Report total amount actually paid or payable for electric energy purchased during 2002 from other companies or received from other establishments of your company.

EXCLUDE value of electricity generated and used at this establishment, but report its quantity in item 15, line B2.

Line A5 – Cost of Mineral Contract Work Done for You by Others

INCLUDE

- Payments for supplies and equipment furnished by the contractor or subcontractor incidental to the contract work
- An estimate of the value of the service if part of the payment to a subcontractor was in material produced

EXCLUDE payments to miners paid on a per ton, car, yard, or footage basis. Include the compensation of such workers in item 6, line B

Part B – Quantity of Electricity

Report all quantities of electricity in thousands of kilowatthours.

Part B1 – Purchased Electricity

Report the quantity of electricity for which the cost is reported in item 15, line A4.

Line B2 – Generated Electricity

When a figure is reported on this line, include data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages, and hours worked in the figures reported in items 6 and 7, and the cost of fuels used to generate electricity, in item 15, line A3 and item 17.

Line B3 – Electricity Sold or Transferred

INCLUDE

- Quantity of electric energy that was also included in item 15, lines B1 and B2, but was sold to other companies or transferred to other establishments of your company
- Value of electricity sold in item 22 on "All other products" line

Part C – Other Expenses Paid by This Establishment

INCLUDE

- Costs for each of these services purchased from other companies that are paid directly by this establishment
- Expenses normally considered nonproduction related costs

EXCLUDE

- Salaries paid to employees of this establishment for any of the specified services
- The cost of mining activities contracted or subcontracted to others and reported in item 15, line A5

Line C1 – Purchased; Communication Services

INCLUDE the total cost of purchased telephone, data transmission, telegraph, telex, photo transmission, facsimile (fax), paging cellular telephone, online access and related services actually paid or payable during the year.

Line C4 – Purchased; Advertising

INCLUDE costs for printing, media coverage, and other advertising services and materials.

Item 16 – SUPPLIES USED AND PURCHASED MACHINERY INSTALLED DURING 2002

INCLUDE

- Amounts actually paid or payable after discounts; include freight and direct charges incurred in acquiring the quantities of the listed items during 2002
- Values as described in **instructions for multi-establishments on page 2** for supply items transferred from other establishments of this company

Line 1 – Purchased Machinery Installed

INCLUDE

- All new and used machinery and equipment that were purchased, or that were received from other establishments of your company whether charged to current or capital accounts
- Machinery charged to the capital account in item 12, line B as well as here
- Equipment that was installed at the mine, mill, or preparation plant as well as mobile loading and transportation equipment

Item 17 – FUELS USED DURING 2002

INCLUDE

- Fuels that were purchased or transferred from outside of the defined boundaries of the establishment where they were consumed, for the production of heat, power, or generated electricity
- All fuels purchased from other companies or transferred from other establishments of your company and used at this establishment

Cost is delivered cost, the amount paid or payable after discounts, including freight and other direct charges incurred by the establishment in acquiring the fuels.

Conversions:

- Fuel oil: 42 gallons = 1 barrel
- Natural gas: 10,000 therms = 1 million cubic feet
- Manufactured gas: 6,000 therms = 1 million cubic feet