

# 2012 ECONOMIC CENSUS OF PUERTO RICO MANUFACTURING

## INFORMATION SHEET

### Need help or have questions about filling out the form?

Visit [econhelp.census.gov](http://econhelp.census.gov) or

Call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

Please reference your 11-digit Census File Number (CFN) printed on each form with all communications.

The 2012 Economic Census of Puerto Rico covers establishments primarily engaged in the following areas of economic activity:

**Manufacturing** - The manufacturing activity involves the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

**Mining** - The mining activity involves 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 19 AND COMPLETE** the report form as accurately as possible.

### DEFINITION OF ESTABLISHMENT

An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed.

**Manufacturing** - 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 2012.

**Mining** - Is a physical location that primarily performs exploration and other mining and quarrying support services for operators of mineral properties.

### 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 [econhelp.census.gov](http://econhelp.census.gov) or call 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday, to request additional report forms.
- Each report form should cover calendar year 2012. 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, or Form 944-PR, Employer's Annual Federal Tax Return). Indicate in item **30** the exact dates covered.

- If an establishment stopped operating before January 1, 2012, indicate action and date in item **3**, mark "X" the box to indicate "none" in item **4**, and continue to item **30**.
- If an establishment was closed, sold, or leased to another company or organization during 2012, complete the report form for the portion of 2012 that the establishment was operating as part of your company or organization.
- Dollar figures should be rounded to the nearest thousand as illustrated on the report form.
- If there are any questions or if any communication regarding this 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 one 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 0607-0937, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0937" as the subject.
- Response to this collection of information is required unless it does not display a valid approval number from the Office of Management (OMB). The OMB eight-digit number appears in the upper right corner of the report form.

## INSTRUCTIONS FOR SELECTED ITEMS

### 2. PHYSICAL LOCATION

Answer all sections (**A and B**) of item **2** even if the mailing address shown is correct.

### 3. OPERATIONAL STATUS

Mark "X" the **ONE** box that best describes the operational status of the establishment at the **end of 2012**.

- **In operation** – The establishment was open and actively conducting business on December 31, 2012.
- **Temporarily or seasonally inactive** – Although not conducting business at the end of 2012, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). Examples include businesses or establishments that close during the "off-season" or that temporarily close for remodeling. Complete all items on the form for the portion of 2012 during which the establishment was active.
- **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 on the form for the portion of 2012 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 EIN of the new owner or operator. Complete all items on the form for the portion of 2012 prior to the change in operator.
- **Other status** – The establishment's operational status at the end of 2012 is not accurately described above. Please specify a description of the establishment's operational status in the space provided.

### 5. SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2012

#### A. Total 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:**

- The 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. Receipts for resales**

Include the sale value of products bought and resold without further processing. Cost of all products resold is to be included in item **16B**.

### 6. E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE IN 2012

E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

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

### 7. EMPLOYMENT AND PAYROLL

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- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR, Employer's Quarterly Federal Tax Return, or Form 944-PR, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in item **1**.
- Non-resident workers, whether or not FICA taxes were withheld.
- Employees on paid sick leave, paid holidays, and paid vacation.

**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.
- Unpaid family members.

**A1. Number of paid production workers****Include:**

- Production workers on the payroll of this establishment during quarterly periods including the 12th of March, June, September, and December, 2012.
- 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**

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. Payroll before deductions**

Report only for employees reported on lines **A1** and **A4**.

**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2012, 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.
- Employer's cost for payroll taxes and benefits.

**C. Employer's cost for benefits****Include:**

- Legally required cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

**8. HOURS WORKED BY PRODUCTION WORKERS**

Report hours worked only for the construction workers reported in item **7A1**.

**Include:**

- Hours worked during four specific pay periods including the 12th of March, June, September, and December 2012
- Overtime hours as actual hours worked not as straight-time equivalent hours.

**Exclude** hours paid for vacations, holidays (unless actually worked), or sick leave.

**9. INVENTORIES**

Report the value of inventories the establishment owned on December 31, 2012 and on December 31, 2011. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost, if using Last In - First Out (LIFO) method of valuation will need to adjust to obtain First In - First Out (FIFO) or current cost method of valuation.

**A – D.** Report total inventories and inventories by stage of fabrication.

**13. CAPITAL EXPENDITURES, AND DEPRECIATION CHARGES****A and B. Capital expenditures**

Report expenditures made during 2012 on **NEW** and **USED** buildings and structures and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings and structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2012.

#### ***D. Depreciation charges***

Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, and tangible assets obtained, as the lessee, through capital lease agreements in 2012.

#### **16. 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. Materials, parts, containers, and supplies***

Report cost of physical goods used or put into production; exclude services used or overhead charges.

##### ***B. Products bought and sold***

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 **5D**.

##### ***C. Purchased fuels***

Report total amount actually paid or payable during 2012 for all fuels consumed for heat, power, or the generation of electricity. Report cost of fuels consumed as raw materials in item **16A**.

##### ***D. Purchased electricity***

Report total amount paid or payable for electric energy purchased during 2012.

##### ***E. Contract work and nonproduction labor***

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. Contract labor for production***

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 **16A**.

##### ***G. All other operating expenses***

Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

#### ***H. Interest paid***

Include all the interest that was paid in 2012.

#### **19. PRINCIPAL KIND OF BUSINESS**

Choose the **PRINCIPAL** kind of business that best describes the establishment in 2012. If none of the provided selections seem appropriate, mark "X" the box next to "Other kind of business or activity," at the end of item **19** and provide a specific description of the primary business activity.

#### **26. SPECIAL INQUIRIES**

##### ***A. Value of products shipped and contract work performed by customer location***

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

##### ***B. Distribution of shipments and contract work performed for customers in Puerto Rico by class of customer***

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

##### ***B1. Wholesalers***

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

##### ***B2. 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.

##### ***B3. Household consumers***

Sales to household consumers buying for personal consumption.

##### ***B4. Commonwealth government***

Include sales to the Commonwealth of Puerto Rico Government.

##### ***B5. Construction companies***

Include only sales for construction purposes.

##### ***B6. Other manufacturing establishments***

Include sales to manufacturers located in Puerto Rico.

##### ***B7. Other customers***

Include sales to all other customers not specified above.