

2012 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, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233. 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 –

- Visit our website at econhelp.census.gov, or
- Call 1-800-233-6136 for toll-free assistance, 8:00 a.m. to 6:00 p.m., Eastern Time, Monday through Friday, or
- Write to the U.S. Census Bureau, 1201 Tenth Street, Jeffersonville, IN 47134-0001

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

You are required to respond to any information collection unless it does not display 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

Examples of mineral establishments are:

- Mine only (a mine may be an underground operation; a quarry or pit; a well or group of wells; or a river, lake, or ocean deposit)
- Mine and preparation plant (such plants may be engaged in milling, washing, calcining, crushing, classifying, or other types of mineral preparation)
- Preparation plant only
- Mines or sites under exploration, development, or maintenance
- Plants under construction

Portable sand and gravel preparation and portable stone-crushing plants are required to file only one report for all operations of the plant during the year. Specify in the "Remarks" section the principal locations at which the plant operated during 2012.

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 2012.
- 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 2012, 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 2012, 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 3 the appropriate information on changes in **operator** or operational status.
- Specify in the certification, item 30, the exact period that the report covers.

DETAILED INSTRUCTIONS FOR SELECTED ITEMS

Item 5 – 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.

INCLUDE:

- All products physically shipped from this establishment during 2012

- 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.

Item 7 – EMPLOYMENT AND PAYROLL

Part A – Number of Employees

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.

INCLUDE:

- All full-time and part-time employees on the payroll of this establishment during any 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 manufacturing, distribution, or construction operations also carried on at this establishment in addition to the mineral operation (examples: medical staff, yard persons). 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 rolls
- Proprietor or partners, if an unincorporated concern
- Full-time or part-time employees working at this establishment whose payroll was filed under an employee leasing company’s Employer Identification Number (EIN)
- Workers at cement, lime, structural clay, and other manufacturing plants, company stores, boardinghouses, bunkhouses, and recreational centers

Part B – Payroll

Report the **gross earnings** paid in calendar year 2012 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.

Item 13 – CAPITAL EXPENDITURES AND ASSETS

INCLUDE all buildings, structures, and equipment used directly or indirectly by this establishment to produce the goods and services reported in item 5, line A, and item 22. Detail of Sales, Shipments, Receipts or Revenue.

Item 14 – 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.

Item 16 – COST OF SUPPLIES, RESALES, ELECTRICITY, AND WORK DONE FOR YOU BY OTHERS

This section is intended to complete a comprehensive reporting of operating costs and expenses incurred by this establishment not already identified for collection of the form. Certain costs of construction and expenses were already collected in item 7, item 13 and item 14 on the form.

INCLUDE:

- all materials received for consumption
- items charged to both the current and capital accounts
- items consumed during 2012 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 2012 that were **not** consumed
- cost of minerals mined and also processed at the establishment in 2012
- 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