# Do Not Submit - For Informational Purposes Only OMB No:0607-0449 <br> Mailing this survey to the U.S. Census Bureau does not fulfill your reporting obligation 

## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

Location Information

## DEFINITION OF ESTABLISHMENT

The reporting unit for this questionnaire is an establishment. An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed.

## PHYSICAL ADDRESS

Please update the location's physical address if needed.

| Name 1 |
| :---: |
| Store/Plant |
| Name 2 |


| Number and Street |  |  |  |
| :---: | :---: | :---: | :---: |
| City, town, village, etc. | State |  | ZIP Code |
|  | Select State or Territory | $\checkmark$ | 99999-9999 |

## For Census Bureau Use Only

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## 2021 Annual Survey of Manufactures (ASM)

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## Legal Boundary and Municipality

## LEGAL BOUNDARY AND MUNICIPALITY

Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?
Yes
O
No legal boundariesDo not know

In what type of municipality is this establishment physically located?
City, village, or boroughTown or township
OtherDo not know

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## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

Item 1: Employer Identification Number

## ITEM 1: EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) used on this establishment's latest Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?
Yes
O No

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## 2021 Annual Survey of Manufactures (ASM)

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Item 1: Employer Identification Number - Enter/Update EIN

## ITEM 1: EMPLOYER IDENTIFICATION NUMBER - ENTER / UPDATE EIN

What is this establishment's 9-digit Employer Identification Number (EIN) used on its latest Internal Revenue Service Form 941, Employer's Federal Quarterly Tax Return?

EIN
99-9999999

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## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

Item 3: Operational Status

## ITEM 3: OPERATIONAL STATUS

Which of the following best describes this establishment's operational status at the end of 2021?In operationUnder construction, development, or explorationTemporarily or seasonally inactiveCeased operationSold or leased to another operator

CEASED OPERATION OR SOLD OR LEASED INFORMATION

If this establishment ceased operation or was sold or leased to another operator, what was the date?

## MMDDYYYY

MMDDYYYY 㤟

If this establishment was sold or leased to another operator, what is the name, address, and 9-digit Employer Identification Number (EIN) of this establishment's new owner or operator?

## Name of new owner/operator

Mailing Address (Number and Street, P.O. Box, etc.)
City, town, village, etc.

| State | ZIP Code |  |
| :--- | :--- | :--- |
| Select State or Territory | マ | 99999-9999 |

## EIN

99-9999999

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## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

Item 4: Months in Operation

## ITEM 4: MONTHS IN OPERATION

## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

General Reporting Guidelines

## GENERAL REPORTING GUIDELINES

## Reporting Period:

Responses should cover calendar year 2021.

- If your fiscal year covers at least 10 months of calendar year 2021, you may report by fiscal year on all items EXCEPT payroll.
- Calendar year figures for payroll may be available from:
- IRS Form 941 (Employer's Quarterly Federal Tax Return)
- IRS Form 944 (Employer's Annual Federal Tax Return)
- If you report by fiscal year, indicate the exact dates of the fiscal year on the submission certification screen.


## Prior Year Data:

Where available, your establishment's Prior Year data is prelisted in the 2020 column.

- Check these figures and make any necessary corrections as needed.
- If 2020 Inventories figures are not prelisted, report these figures in the appropriate sections as instructed.


## Providing Estimates:

If book figures are not available, estimates are acceptable.

How to Report Dollar Figures:
Dollar figures should be rounded to thousands of dollars.
EXAMPLE - DO NOT ENTER DATA
EXAMPLE - if a dollar figure is $\$ 2,036,355.25$, report 2036:

## How to Report Percents:

Percents should be rounded to whole percents. EXAMPLE - DO NOT ENTER DATA

| EXAMPLE - if figure is $38.76 \%$ of total sales, report 39: | 2021 |  |
| :---: | :---: | :---: |
|  | 39 | \% |

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## 2021 Annual Survey of Manufactures (ASM)

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Item 5: Sales, Shipments, Receipts, or Revenues

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE More
A. What was the total value of products shipped and other receipts for this establishment?
(Report detail in Item 22.)

## Include:

- All products physically shipped from this establishment during 2021
- Products donated and physically shipped from this establishment during 2021
- Shipments to other domestic plants of your company for further assembly, fabrication, or manufacture


## Exclude:

- Freight charges
- Excise taxes
B. What percent of the $\$, 000.00$ reported in Item 5 , line A was for goods that were ordered or whose movement was controlled or coordinated over electronic networks?
(Report whole percent.)
E-shipments are online orders accepted for manufactured products from customers. These include shipments to other domestic plants of your own company for further manufacture, assembly, or fabrication. The price and terms of sale for these shipments are negotiated over an online system. Payment may or may not be made online.

Include:

- Electronic Data Interchange (EDI)
- E-mail
- Internet
- Extranet
- Other online systems
C. Did this establishment have any unfilled orders (order backlog) as of December 31?


## Include:

- All orders which have not been shipped as of December 31.
- Orders that have not yet passed through the sales account - future orders or bookings for delivery.
- Commitments to deliver under long-standing agreements or other formal or informal agreements.
Yes

O No

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## 2021 Annual Survey of Manufactures (ASM)

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Item 5D: Sales, Shipments, Receipts, or Revenues - Unfilled Orders

## ITEM 5D: SALES, SHIPMENTS, RECEIPTS OR REVENUE - UNFILLED ORDERS

What was the value of this establishment's unfilled orders (order backlog) as of December 31?

Include:

- All orders which have not been shipped as of December 31.

| Check <br> if <br> None |  |  |  |
| :---: | :---: | :---: | :---: |
|  | 2021 |  | ,000.00 |
|  | \$ |  |  |

## 2021 Annual Survey of Manufactures (ASM)

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Item 7: Employment, Payroll, and Fringe Benefits

ITEM 7: EMPLOYMENT, PAYROLL, AND FRINGE BENEFITS More

## Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN)
- All persons on paid sick leave, paid holidays, and paid vacation during the year at this establishment


## Exclude:

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN (Report values in Item 16, line C1.)
- Temporary staffing obtained from a staffing service (Report values in Item 16, line C1.)
- Purchased professional and technical services (Report values in Item 16, line C9.)
- Subcontractors and their employees (Report cost of contract work in Item 16, line A3.)
- Fishermen, agricultural employees, members of the Armed Forces, and pensioners carried on your active rolls
A. TOTAL EMPLOYMENT AND PAYROLL More

For all employees at this establishment, what was the:

1. Total number of employees for pay period including March 12?
2. Total annual payroll (before deductions)?

| Exclude: Employer-paid annual cost for fringe benefits |
| :--- |
| reported in lines E1 through E3. |

3. Total first quarter payroll (January - March)?
B. PRODUCTION WORKER EMPLOYMENT AND PAYROLL
4. Production Worker Employment More

Include:

- Workers engaged in fabricating, processing, assembling, inspecting, receiving, packing, warehousing, shipping (but not delivering), maintenance, repair, janitorial, guard services, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other closely associated services (including truck drivers delivering readymixed concrete)

What was the number of production workers at this establishment (direct labor including first-line supervisors) for the pay period including:
a. March $12(\mathrm{Q} 1)$ ?
b. June $12(\mathrm{Q} 2)$ ?
c. September $12(\mathrm{Q} 3)$ ?

## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

## 2. Production Worker Payroll (before deductions)

For production workers at this establishment, what was the:


## C. NON-PRODUCTION EMPLOYMENT AND PAYROLL

Include:

- Officers at this establishment, if a corporation
- Supervision above line-supervisor level
- Sales employees, including delivery (truck driver and helpers)
- Advertising, clerical, credit, collection, purchasing, finance, legal, executive, and technical employees
- Employees installing and servicing this establishment's products


## Exclude:

- Proprietors and partners, if an unincorporated concern

For non-production employees at this establishment, what was the:


## D. HOURS WORKED

What was the annual number of hours worked by the production workers at this establishment (direct labor including first-line supervisors) reported in line B1?

Exclude:

- Hours paid for vacations, holidays, or sick leave unless an employee elects to work during their vacation period. Report only actual hours worked by such employee. Overtime hours should be reported as actual hours worked and not as straightChec time equivalent hours.


2020 Hours

## E. EMPLOYER-PAID ANNUAL COST FOR FRINGE BENEFITS More

What were the employer's annual costs at this establishment for:

## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

1. Health Insurance? - Insurance premiums on hospitals, medical plans, and single-service plans such as dental, vision, and prescription drug plans


## 2. Retirement Plans?

a. Defined benefit pension plans (qualified and nonqualified) Plans that specify the benefit to be paid to employees upon retirement, generally either a specific amount or a percentage of compensation. Employer contributions are based on actuarial computations that include employee's compensation and years of service and are not allocated to specific accounts maintained for employees.
b. Defined contribution plans - Plans that define the employer contributions to a separate account provided for each employee. The employee "benefit" at retirement depends on the amount contributed and the results of the account's activity.

## Examples:

- Profit sharing plans
- Money purchases (e.g., 401k, 403b)
- Stock bonus plans (e.g., ESOPs)

3. Payroll taxes, employer-paid insurance premiums, and other employer-paid benefits?

## Include:

- Legally-required fringe benefits (e.g., Social Security, workers compensation insurance, state disability insurance programs, long- and short- term disability, unemployment tax, and Medicare)
- Life insurance benefits
- "Quality of life" benefits (e.g., childcare assistance, adoption assistance, subsidized commuting, long-term care insurance, flexible workplace, employer-provided home PC, etc.)
- Employer contributions to pre-tax benefit accounts (e.g., health savings account)
- Education assistance
- Stock options
- Other benefits not specified above (e.g., job-related travel accident insurance, education assistance, wellness programs, fitness centers, employee assistance programs, etc.)


## Exclude:

- Disbursements from trusts or funds to satisfy health insurance claims


| $\$$ | , 000.00 |
| :--- | :--- |



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## 2021 Annual Survey of Manufactures (ASM)

MA-10000 - Annual Survey of Manufactures

```
Item 9: Value of Inventories
```


## ITEM 9: VALUE OF INVENTORIES More

Report inventories at cost or market using generally accepted accounting practices, and report all inventories owned by this establishment regardless of where the inventories are held. If this establishment is part of a multiple-establishment company, assign to each establishment those inventories that the establishment is responsible for as if it owned them.

What was the value of inventories owned by this establishment as of December 31 before Last-In, First-Out (LIFO) adjustment (if any) for:


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## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

Item 10: Inventories by Valuation Method

ITEM 10: INVENTORIES BY VALUATION METHOD More

Of the $\$, 000.00$ reported in Item 9 as the total value of inventories owned by this establishment as of December 31, 2021, and the $\$, 000.00$ reported in Item 9 as the total value of inventories owned by this establishment as of December 31, 2020, how much is subject to the following valuation methods:
A. Non-LIFO (Last-In, First-Out) valuation methods


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## 2021 Annual Survey of Manufactures (ASM)

MA-10000 - Annual Survey of Manufactures

Item 13: Capital Expenditures

ITEM 13: CAPITAL EXPENDITURES More

## Include:

- Dollar value of capital expenditures
- 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 $\mathbf{2 2}$

What were the capital expenditures for new and used depreciable assets in 2021 for:
A. New and used buildings and other structures?

## Exclude:

- The value of land on which structures stand
B. New and used machinery and equipment?

| 1. Automobiles, trucks, etc. for highway use? | \$ | ,000.00 | \$ | ,000.00 |
| :---: | :---: | :---: | :---: | :---: |
| 2. Computers and peripheral data processing equipment? | \$ | ,000.00 | \$ | ,000.00 |
| 3. All other expenditures for machinery and equipment? | \$ | ,000.00 | \$ | ,000.00 |
| TOTAL (Add lines A and B1 through B3.) | \$ | ,000.00 | \$ | ,000.00 |

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## 2021 Annual Survey of Manufactures (ASM)

MA-10000 - Annual Survey of Manufactures

```
Item 14: Rental Payments
```


## ITEM 14: RENTAL PAYMENTS More

## Include:

- Operating leases


## Exclude:

- Capital leases (leases with a contract to own at the end of the lease)

At this establishment, what were the payments for:
A. Rental or lease of buildings and other structures?

## Include:

- Job-site trailers
- Land on which the buildings and other structures stand
B. Rental or lease of machinery and equipment?

Include:

- Production, loading, and transportation machinery and equipment
- Construction equipment
- Tools
- Office equipment
- Furniture
- Vehicles


## Exclude:

- Computer time-sharing charges for machinery and equipment rentals from computer service companies where the computer is not on site at the establishment


## if <br> None



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## 2021 Annual Survey of Manufactures (ASM)

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Item 16: Selected Expenses

ITEM 16: SELECTED EXPENSES More
A. For this establishment, what were the production-related costs in 2021 for:

1. Materials, parts, containers, packaging, supplies, etc. used for manufacturing processes, repairs, services for others, or other operating supplies?

## Include:

- Cost of production-related materials purchased by this establishment for other companies (contractors).


## Exclude:

- Non-production-related expenses that were paid to other companies (contractors) by this establishment. (Report these expenses on the next screen in Item 16, line C.)

2. Products bought and sold without further processing? (Report sales in Item 5, line A and in Wholesaling Services product codes in Item 22.)
3. Work done for you by others on your materials (work contracted to others)? (Report on line A1 the cost of production-related materials purchased by this establishment for other companies (contractors).)
4. Purchased fuels consumed for heat, power, or the generation of electricity? (Report on line B2 the quantity of electricity generated (Gross less generating station use).)
5. Purchased electricity? (Report comparable quantity on line B1.)

TOTAL (Add lines A1 through A5.)
B. For this establishment, what was the quantity of:

1. Purchased electricity? (Quantity comparable to cost reported in line
A5)

| 2. Generated electricity (gross less generating station use)? (Quantity |
| :--- |
| comparable to cost reported in line A4) |
| 3. Electricity sold or transferred to other establishments? (Also <br> include quantity on lines B1 and/or B2.) | | 2020 Kilowatt Hours |
| :--- |

## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

```
Item 16: Selected Expenses - Continued
```


## ITEM 16: SELECTED EXPENSES

C. What were the other operating expenses paid by this establishment in 2021 for:

## Include:

- Expenses normally considered as non-production-related costs purchased from other companies

1. Temporary staff and leased employees? (Professional Employer Organizations and staffing agencies for personnel)

## Include:

- All charges for payroll, benefits, and services

2. Expensed equipment? (Expensed computer hardware and other equipment)

## Include:



- Copiers
- Fax machines
- Telephones
- Shop and lab equipment
- CPUs
- Monitors
- Laptops
- Tablets


## Exclude:

- Packaged software (Report on line C3.)
- Leased and rented equipment (Report in Item 14, line B.)

3. Expensed purchases of software? (Purchases of prepackaged, custom-coded or vendor-customized software)

## Include:

- Software developed or customized by others
- Web-design services and purchases
- Licensing agreements
- Upgrades of software
- Maintenance fees related to software upgrades and alterations


## Exclude:

- Costs associated with computer software developed within your own company
- Capitalized computer software costs


4. Purchased communication services?

## Include:

- Telephone, cellular, and fax services
- Computer-related communications (e.g., Internet, connectivity, online)
- Other wired and wireless communication services
- Credit card transaction fees

| \$ 000.00 |
| :--- | :--- |


| $\$$ | , 000.00 |
| :--- | :--- |

## 2021 Annual Survey of Manufactures (ASM)

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5. Data processing and other purchased computer services?

## Include:

- Computer facilities management services
- Computer input preparation
- Data storage
- Computer time rental
- Optical scanning services
- Other computer-related advice and services, including training


## Exclude:

- Services provided by other establishments of this company (such as a separate central data processing unit)
- Expensed integrated systems (Report in line C4.)
- Repair and maintenance of computer equipment (Report on line C6.)
- Payroll processing and credit card transaction fees (Report payroll processing fees on line C9 and credit card transaction fees on line C4.)
- Expenses for telecommunication services (e.g., Internet, connectivity, telephone) (Report on line C4.)

6. Purchased repairs and maintenance to buildings and/or machinery and equipment?

## Include:

- Repairs for painting, roof repairs, replacing parts, overhauling of equipment, and other repairs chargeable as current operating costs
- Cost of repair and maintenance of any leased property if this establishment assumes the cost


## Exclude:

- Extensive "repairs" or reconstruction that is capitalized. Report these as a capital expenditure in Item 13.
- Costs of materials, parts, and supplies directly incurred by this establishment using its own work force to perform repairs and maintenance

7. Water, sewer, refuse removal, and other non-electric utility payments?
(Report electric utility payments on line A5. If the costs of these utilities are included in a lease or rental payment, report in Item 14, line A.)

Include:

- Cost of hazardous waste removal or treatment


## Exclude:

- Cost of refuse removal services if included in rental payments
- Machinery or equipment reported as a capital expenditure in Item 13
- Cost of salaries paid to employees of this establishment whose work involves refuse removal and/or hazardous waste removal or treatment


## 2021 Annual Survey of Manufactures (ASM) <br> MA-10000 - Annual Survey of Manufactures

8. Purchased advertising and promotional services?

## Include:

- Marketing and public relations services


## Exclude:

- Salaries paid to employees of this establishment for advertising work

9. Purchased professional and technical services?

## Include:

- Management consulting
- Accounting
- Auditing
- Bookkeeping
- Legal
- Actuarial
- Payroll processing
- Architectural
- Engineering
- Other professional services (i.e. janitorial, security, or landscape services)


## Exclude:

- Salaries paid to your own employees for these services (Report in Item 7.)

10. Governmental taxes and licensing fees? (Payments to government agencies for taxes and licenses)

Include:

- Business and property taxes

Exclude:

- Income taxes

11. All other operating expenses not reported elsewhere?

## Exclude:

- Purchases of merchandise for resale
- Non-operating expenses
- Other expenses reported in Items $7,13,14$, and 16| \$ 000.00 |
| :--- | :--- |

\$
,000.00

## Describe

| $\$$ | , 000.00 |
| :--- | :--- | :--- | :--- | :--- |

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## 2021 Annual Survey of Manufactures (ASM)

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Item 17: Primary Business or Activity

## ITEM 17: PRIMARY BUSINESS OR ACTIVITY

Which ONE of the following best describes this establishment's primary kind of business or activity in 2021?
If none of the provided selections seem appropriate or selection options are not provided, provide a specific description to search for an appropriate business activity. Select only ONE.

## 2021 Annual Survey of Manufactures (ASM)

MA-10000 - Annual Survey of Manufactures

Item 22: Detail of Sales, Shipments, Receipts, or Revenue

## ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Of the $\mathbf{\$ , 0 0 0 . 0 0}$ of Sales, Shipments, Receipts, or Revenue reported in Item 5, what was the value of each product or service?

General - Please do not combine product lines. If the information is not directly available from your records, reasonable estimates are acceptable.

The manufactured products and services listed below are generally made in your industry. If you make products or have revenue from sources not listed, click the "Add Product Not Listed" button and search for an existing product, or use the section for "Add product not listed above (you can only add one at a time)."

Manufacturing of Products - Report the value of the products shipped and services performed at the net selling value, free on board (FOB) plant to the customer, after discounts and allowances.

## Include:

- Products made elsewhere by others from materials supplied by this establishment. Report these products on the specific lines as if they were made in this establishment.
- Products transferred to other establishments within your company. These products should be assigned the full economic value (market value); i.e., include all direct costs of production and a reasonable proportion of all other costs and profits.


## Exclude:

- Wholesale products (previously Resales), which include products that are bought from other establishments or transferred from other establishments of your company and then sold without further manufacture, processing, or assembly by this establishment. Report Wholesale products in any relevant prelisted product code, click the "Add Product Not Listed" button and search for an existing Wholesale product, or use the section for "Add product not listed above (you can only add one at a time)."
- Products made from materials owned by others (i.e., the customer). Report your commission or contract receipts in the appropriate Contract Manufacturing product line(s)
- Freight charged
- Excise taxes


## 2021 Annual Survey of Manufactures (ASM)

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Item 28: Industrial Robots and Robotic Equipment

## ITEM 28: INDUSTRIAL ROBOTS AND ROBOTIC EQUIPMENT

## INDUSTRIAL ROBOTIC EQUIPMENT

- Industrial robotic equipment (or industrial robots) are automatically controlled, reprogrammable, and multipurpose machines used in the industrial automated operations.
- Industrial robots may be mobile, incorporated into stand-alone stations, or integrated into a production line.
- An industrial robot may be part of a robotic cell (or work cell) or incorporated into another piece of equipment.
- Industrial robots are commonly used in operations such as welding, material handling, machine tending, dispensing, cleanroom, and pick and place.


## REPORTING INDUSTRIAL ROBOTIC EQUIPMENT

- Estimates are acceptable.
- In (A), report capital expenditures for new and used industrial robotic equipment for this establishment. Include other one-time costs, including software and installation.
- In (B) and (C), report the number of industrial robots in operation at this establishment and purchased for this establishment
- For robots purchased as part of a work cell or other integrated robotic equipment, it may not be possible to report the expenditures on only the robots. In this case, report the expenditures on the integrated robotic equipment.

Examples of operations industrial robotic equipment can perform may include:

- Palletizing
- Pick and place
- Machine tending
- Machine handling
- Dispensing
- Welding
- Packing/repacking


## Exclude:

- Automated guided vehicles (AGVs)
- Driverless forklifts
- Automated storage and retrieval systems
- CNC machining equipment
A. What were the capital expenditures for new and used industrial robotic equipment, including software, installation, and other one-time costs?

Check
None
$\square$
B. What was the number of industrial robots IN OPERATION at this plant? Refer to instructions above for definitions.
If you are unable to provide the number of industrial robots IN OPERATION, please explain:


## 2021 Number

$\square$

2020 Number
$\square$
C. What was the number of industrial robots PURCHASED for this plant?

Refer to instructions above for definitions.
If you are unable to provide the number of industrial robots PURCHASED, please explain:

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## 2021 Annual Survey of Manufactures (ASM)

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Item 31: Remarks

## ITEM 31: REMARKS (Optional - Enter remarks only if necessary)

Please use this space only for any explanations that may be essential in understanding your reported data. (Maximum length is 1,000 characters.)

